

EZRentOut

Mobile App Guide

EQUIPMENT RENTAL SOFTWARE THAT
HELPS YOU GROW YOUR BUSINESS

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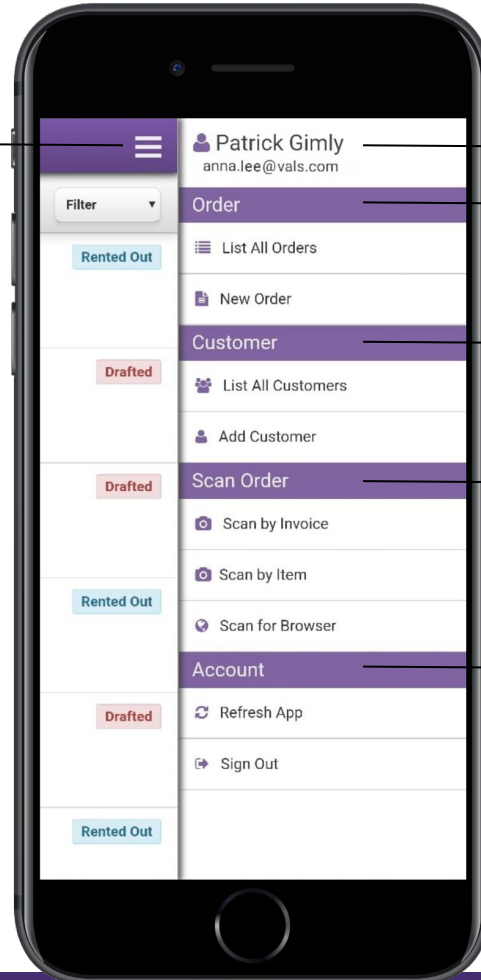
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1. THE MENU BAR

Open up the menu



User information

Create new Orders and view previous ones

View all your Customers and add new ones

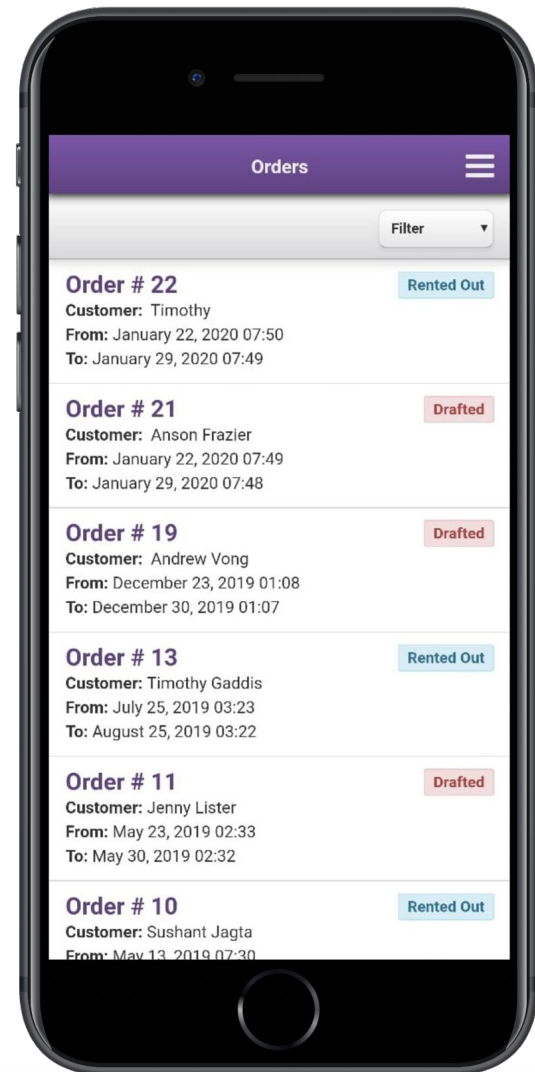
Scan the QR code to open the related Order

Sign out or refresh the app to update data

2. THE ORDERS LISTING PAGE

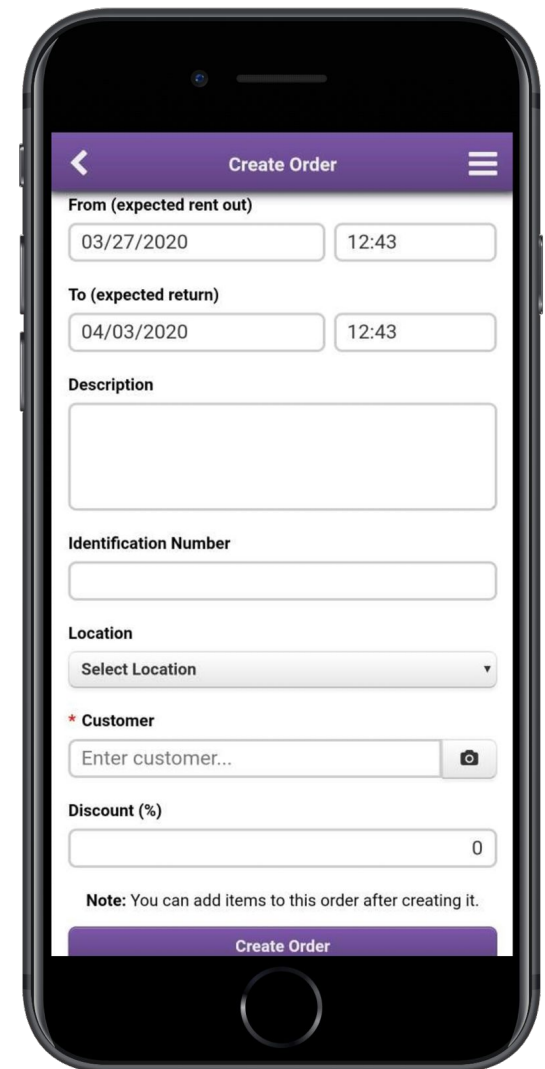
The Orders Listing page is the default view you see when you log into the app. It provides you an overview of all the Orders in every state so you have a quick summary in minutes!

Note: Staff Users can only view data for items that are assigned to them.



2.1. CREATING AN ORDER

1. From the right-side navigation menu, click on 'New Order.'
2. Specify the rental duration.
3. Choose an Order location, i.e. the location where the Order is created.
4. Select the Customer for this particular Order.
5. Click 'Create Order' and the Order goes into Draft state.
6. Scroll to the bottom and click the 'Add Items to this Order' button.
7. Click the 'Rent Out Order' button once you've added all the items.



Create Order

From (expected rent out)

03/27/2020 12:43

To (expected return)

04/03/2020 12:43


Description

Identification Number

Location

Select Location

*** Customer**

Enter customer... 

Discount (%)

0

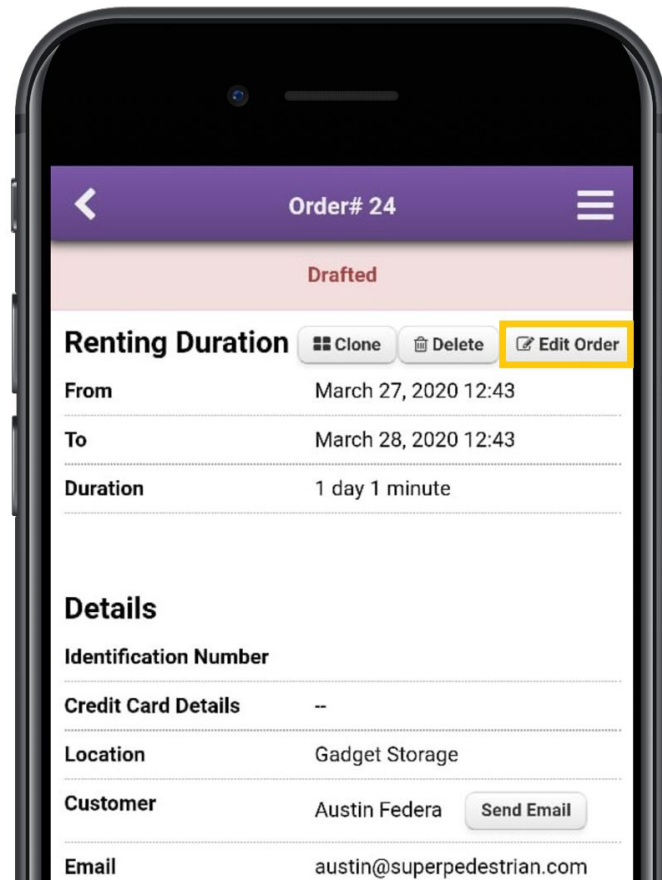
Note: You can add items to this order after creating it.

Create Order

2.2. EDITING AN ORDER

1. From the Orders Listing page, open the relevant Order.
2. Click on the 'Edit Order' button as highlighted.
3. You can then edit the rental duration, description, ID number, location, customer and user the Order is assigned to.
4. Once you're done, click on 'Update Order' to save the changes.

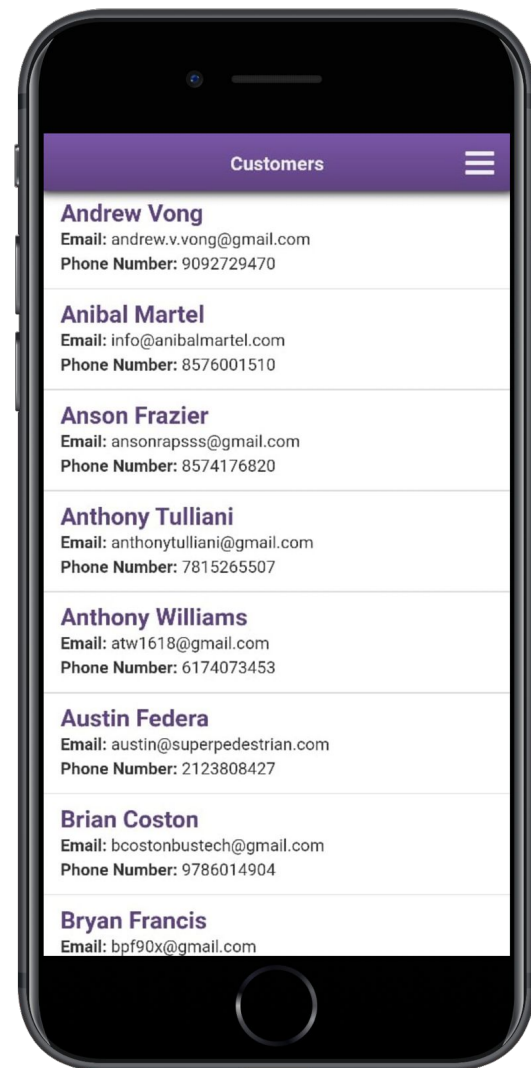
Note: You can only edit Orders that are in Drafted state.



3. CUSTOMERS LISTING PAGE

You can access the Customers Listing page by going to the right-side navigation menu and clicking on 'List All Customers'. From the listings page, you can:

- Apply filters to narrow down the search results.
- Edit customer information.



3.1. ADDING A NEW CUSTOMER

1. From the right-side navigation menu, click on 'Add Customer.'
2. Choose whether you want the customer to have login ability.
3. Enter the customer name.
4. Specify customer's associated business, department, and category (if applicable).
5. Fill out the contact information, including email address, subscription to alerts, address, phone number.
6. Click 'Create Customer' and you're done.

Create Customer

☒ Enable customer to login

First Name
Theodore

*** Last Name**
Laurence

Description

Identification Number

Business/Account
Vinson Images




Department

Category
Good

4. SCANNING ITEMS

You can scan Barcodes or QR codes using the following three methods in order to verify possession of items, as well as to quickly view information about the relevant Order.



Scan Order	
 Scan by Invoice	Scan the Barcode/QR code on the invoice to open the relevant Order
 Scan by Item	Scan the Barcode/QR code on an item to open the relevant Order
 Scan for Browser	Scan the Barcode/QR code on the invoice to open the relevant Order in the browser

ABOUT EZRENTOUT



We launched EZRentOut in 2014 to help equipment rental businesses automate their workflows and benefit from lower costs and an improved ROI. With the help of thousands of our customers, we've constantly improved and developed the ideal cloud-based rental solution to make rental equipment tracking and managing easier for all. Having replaced unnecessary manual work with automated functions, EZRentOut provides companies with more time to focus on their core competencies.

Now, having served companies in almost every industry – from audiovisual and construction to education and sports to healthcare and non profits – we are ready to help you!

Sign up for a free 15-day trial today, no credit card required

[**https://ezo.io/ezrentout/sign_up/**](https://ezo.io/ezrentout/sign_up/)

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