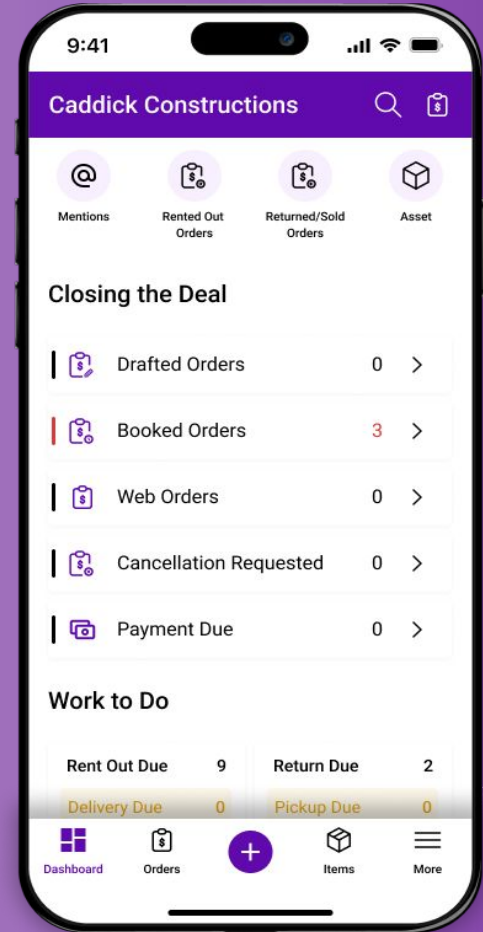




Introducing the EZRentOut Mobile App

Now with: Dashboard, Item Center, Scan Center, Work Orders, Businesses, Services, Bundles, Vendors & Locations



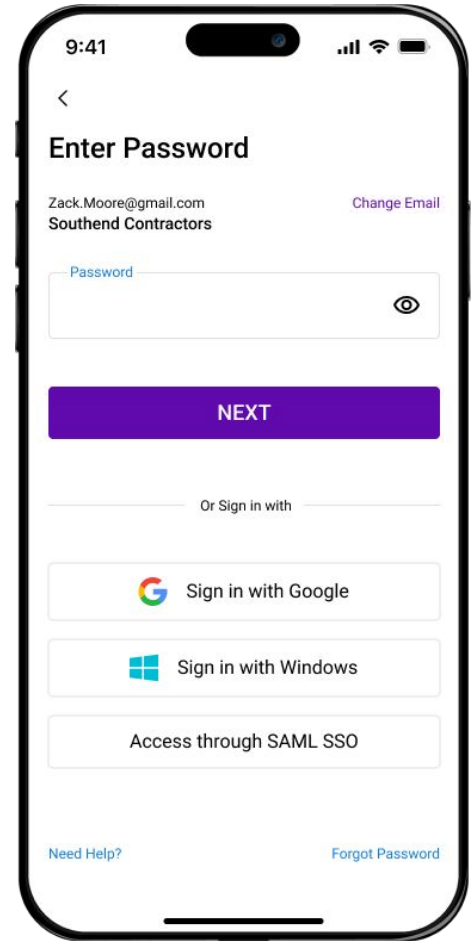
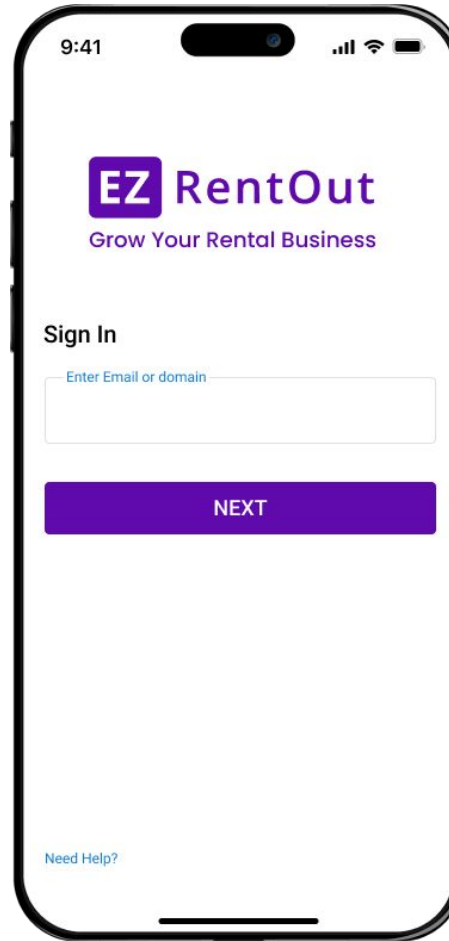
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1. Mobile App: Sign In

Get started by signing in to your EZRentOut Beta mobile app

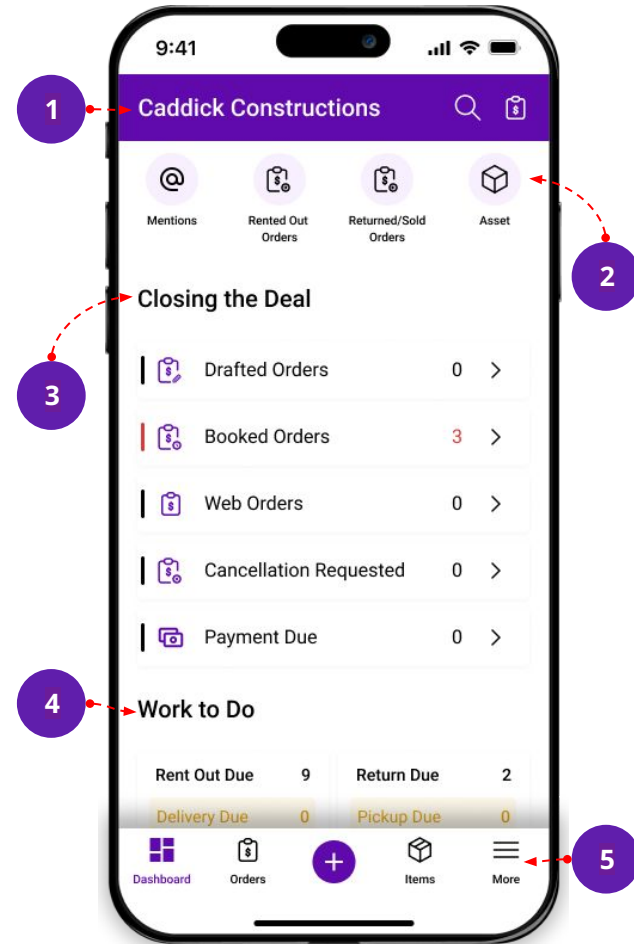
1. Enter your email or domain
2. Next, enter your password, or select one of the sign-in options to enable quick sign-ins without entering details every time



2. My Dashboard

The Dashboard gives a quick overview of all activities to get you started!

1. **Top Navigation:** Access important information from Global Search and view Orders and view Orders
2. **Quick Actions:** Tap to view Mentions, Rented Out Orders, Returned/Sold Orders, and Assets
3. **Closing the Deal:** Review all orders currently active in different states for quick resolution
4. **Work to Do:** View all activities related to you that need your attention
5. **Bottom Navigation:** Switch between the Dashboard, Orders, Items, or More to view all options



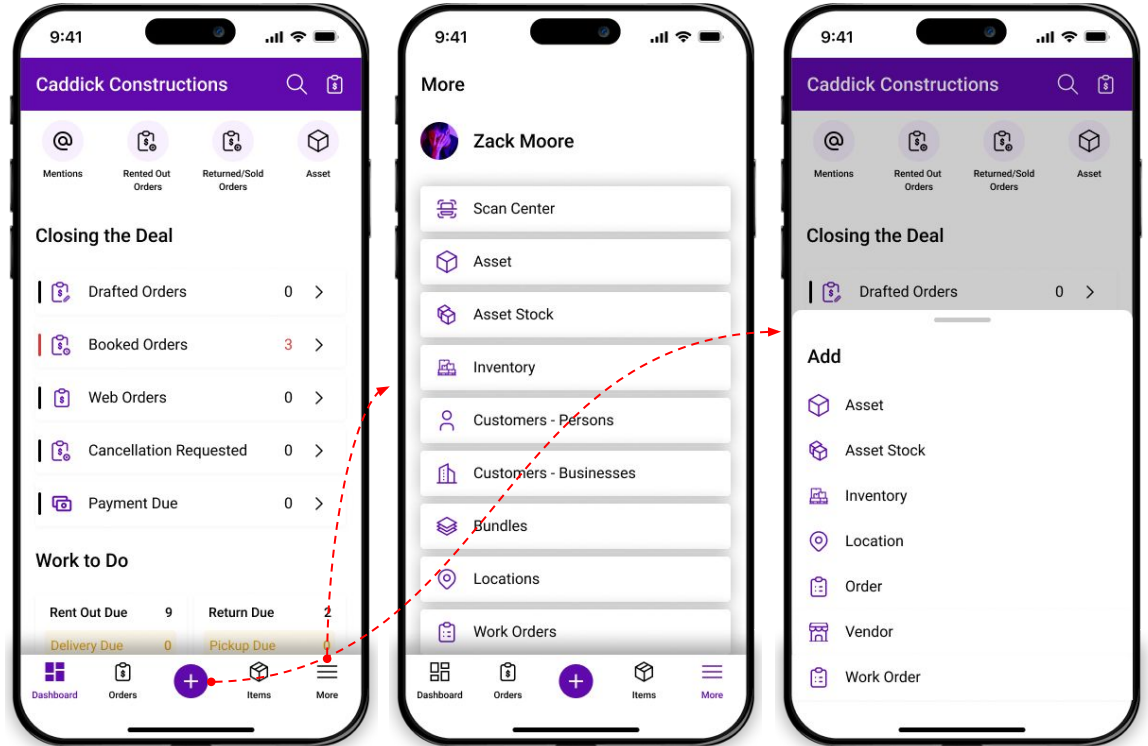
3. Navigation

Enhanced Menu and Features:

At the bottom navigation bar, tap on **More** to view Scan Center, Asset, Asset Stock, Inventory, Customers - Persons, Customers - Businesses, Bundles, Locations, and Work Orders

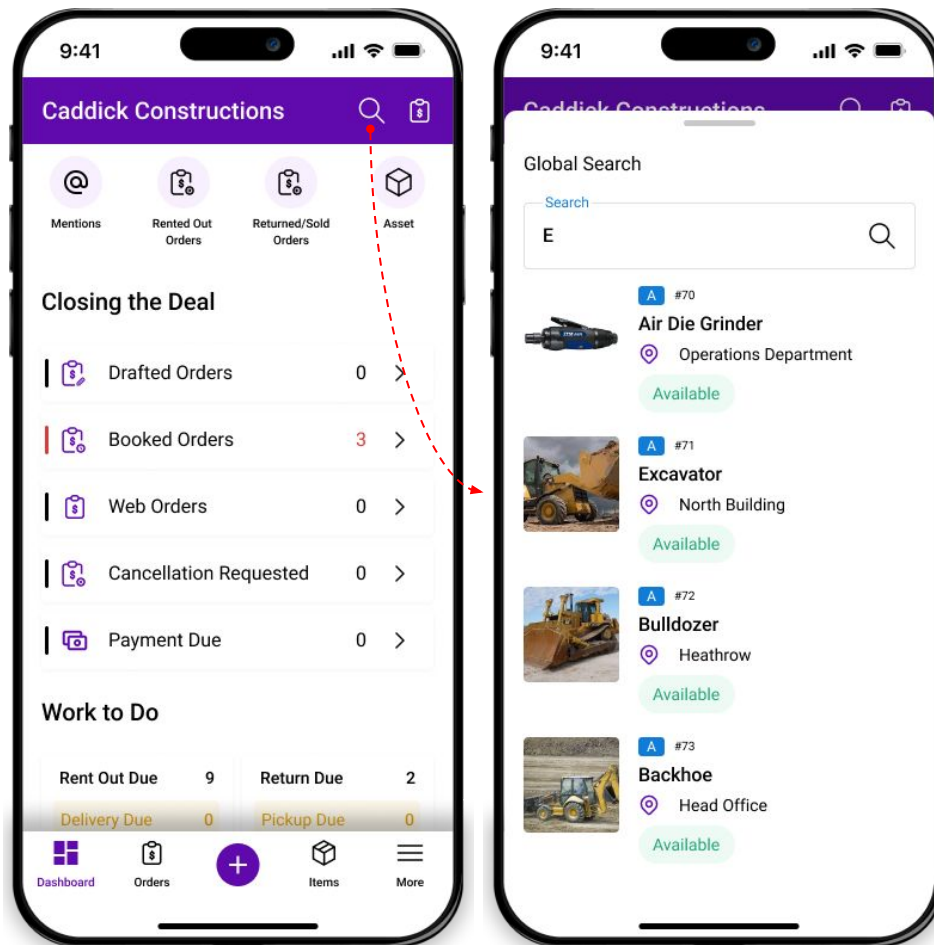
Quick Add:

Tap on the add button **+** to quickly create an Asset, Asset Stock, Inventory, Location, Order, Vendor, or Work Order



4. Global Search

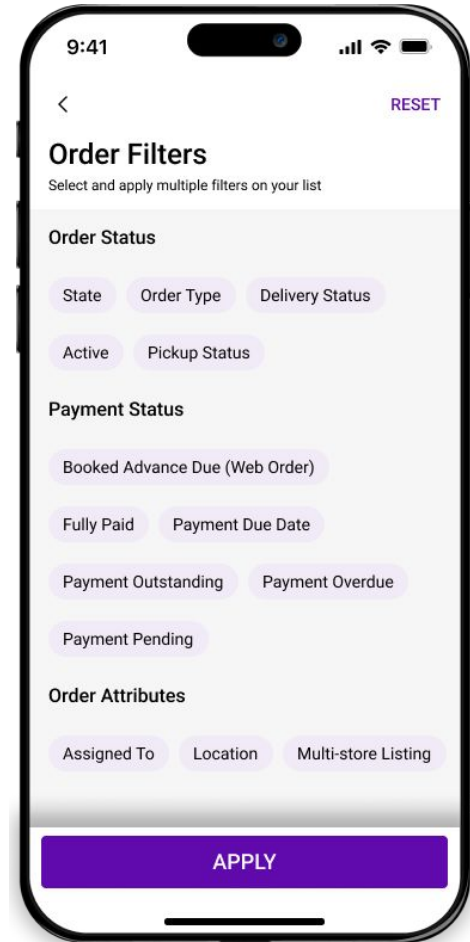
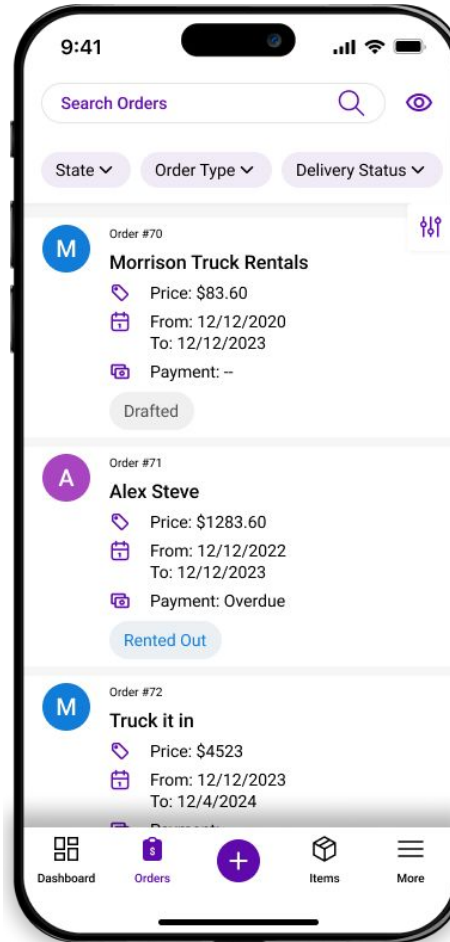
Tap on the search button, and then use the search bar on the Dashboard to quickly find anything you need across all modules - anytime, anywhere



5. Orders

In **Orders**, you can view and access all the orders in every state, within seconds

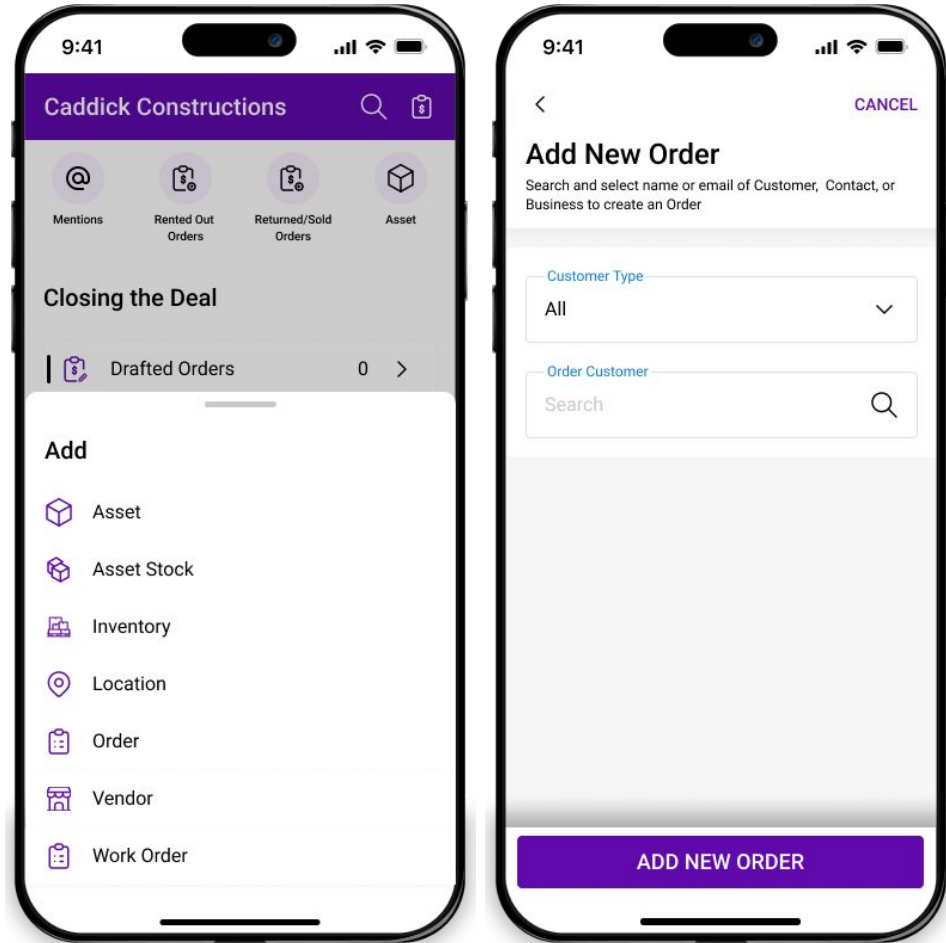
1. Search for the Order you are looking for
2. Apply multiple filters to search for the Orders you want to perform actions on



5.1. Add a New Order

Tap on the + button to quickly create a new Order

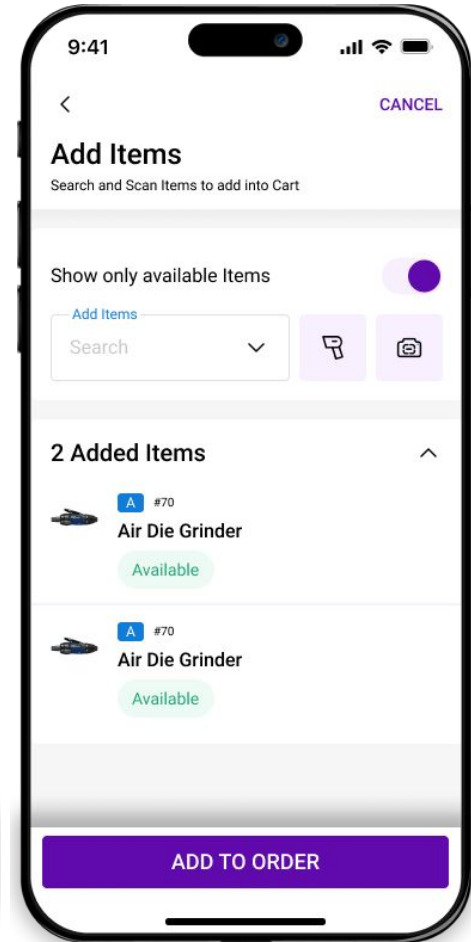
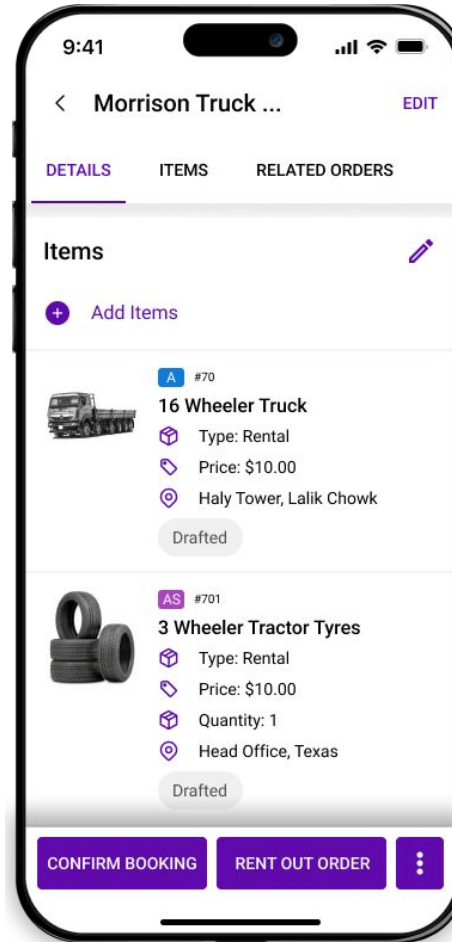
Only choose the customer type and the customer to create a new Order



5.2. Add Items in an Order

On the Order Item's tab, you can add or edit items in your Order

Tap **Add Items**, and pick the items you want to add to the Order



6. Rent Out / Return Order

In the Rent Out Order screen, you can edit and view rental duration and billing duration, and then tap **RENT OUT ORDER** to perform the action

In the Return Order screen, you can edit and view rental duration, verify returned items via scanner, view assets that are rented out, and then tap **CHARGE PAYMENT AND RETURN** to perform the action

9:41 CANCEL

Rent Out Order

For Inventory this action will remove stock

Rental Duration

Use Current date for rent out

Rent Out Date: 13/02/2022 Time: 12:58 PM

Return Date: 13/02/2022 Time: 12:58 PM

Billing Duration

Billing From: 13/02/2022 Time: 12:58 PM

Billing To: 13/02/2022 Time: 12:58 PM

RENT OUT ORDER

9:41 CANCEL

Return Order

You can swipe left on the items to remove them from this list. You can return them later.

Rental Duration

Use Current date for return

Rent Out Date: 13/02/2022 Time: 12:58 PM

Return Date: 13/02/2022 Time: 12:58 PM

Verify Returned Items via Scanning

Assets

Asset #70
Air Die Grinder

Meter End (Kilometres): 600

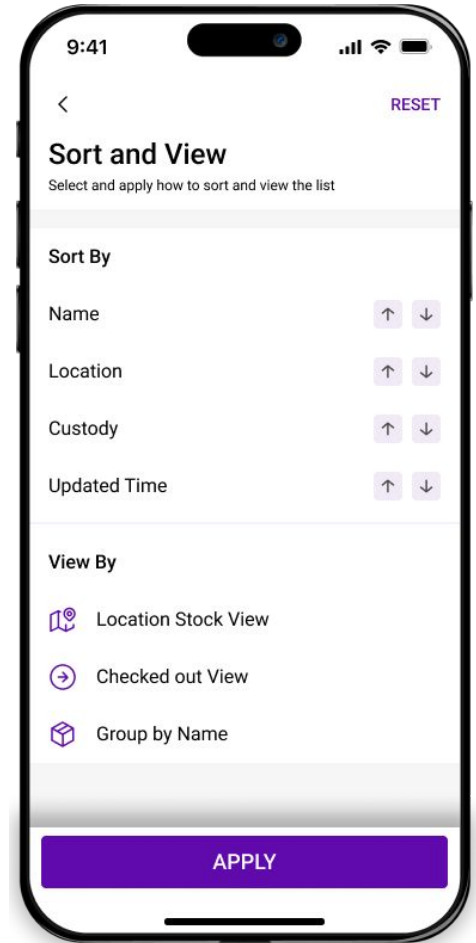
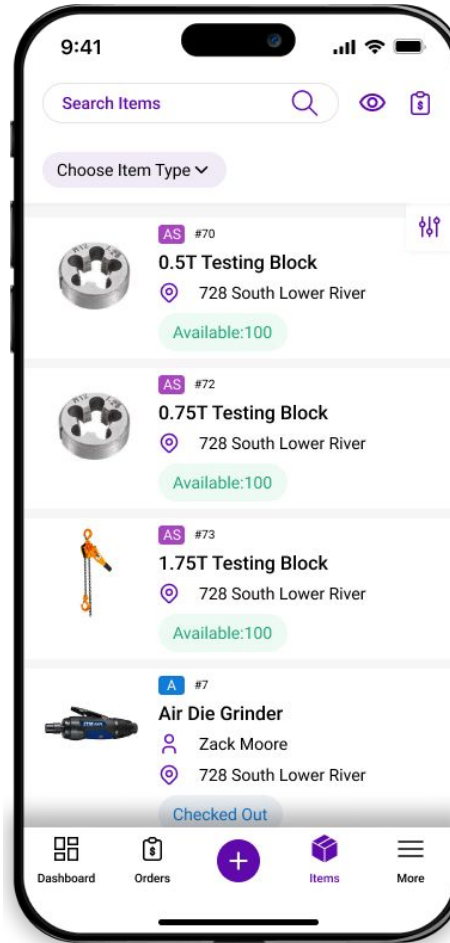
CHARGE PAYMENT AND RETURN

7. Item Center

View and access all Items in the items listing screen

In the Sort and View screen, you can sort the items by Name, Location, Custody, and Updated Time

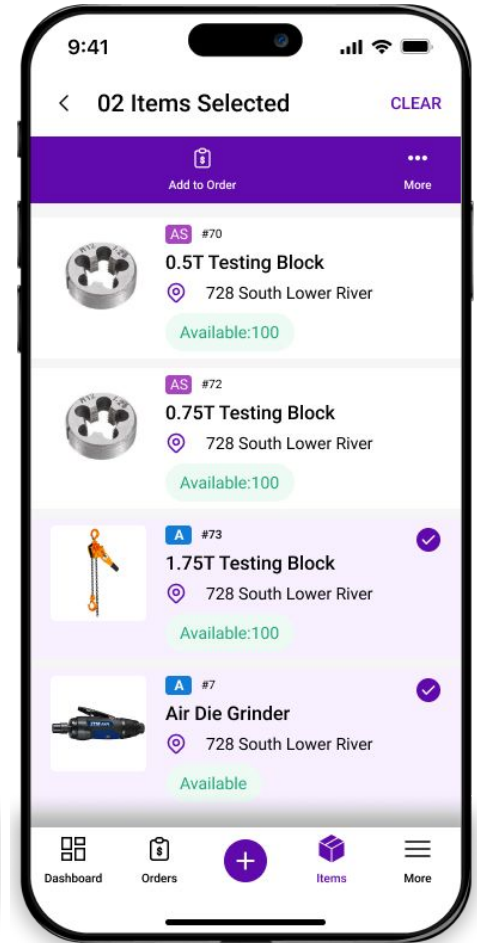
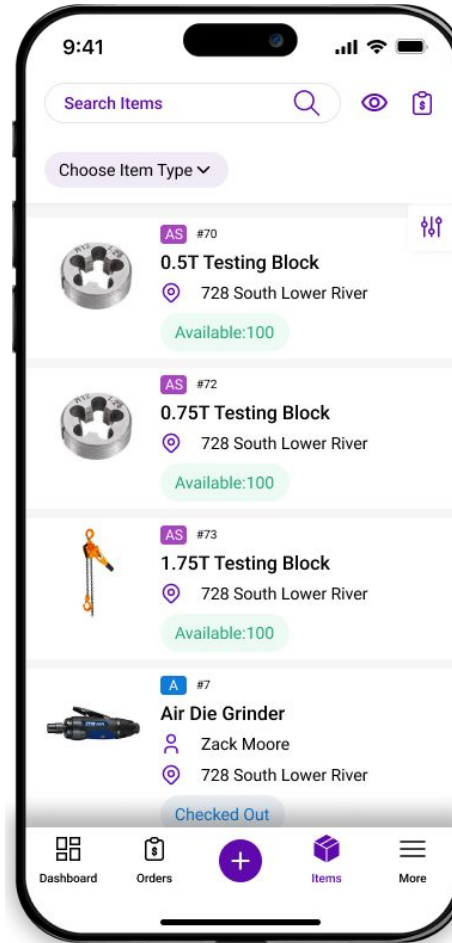
You can also view the items by Location Stock, Checked Out, and Group by Name



7.1. Mass Actions on Items

Take mass actions quickly

Tap and hold the Item cards to **Add to Order** or view more actions in **More**

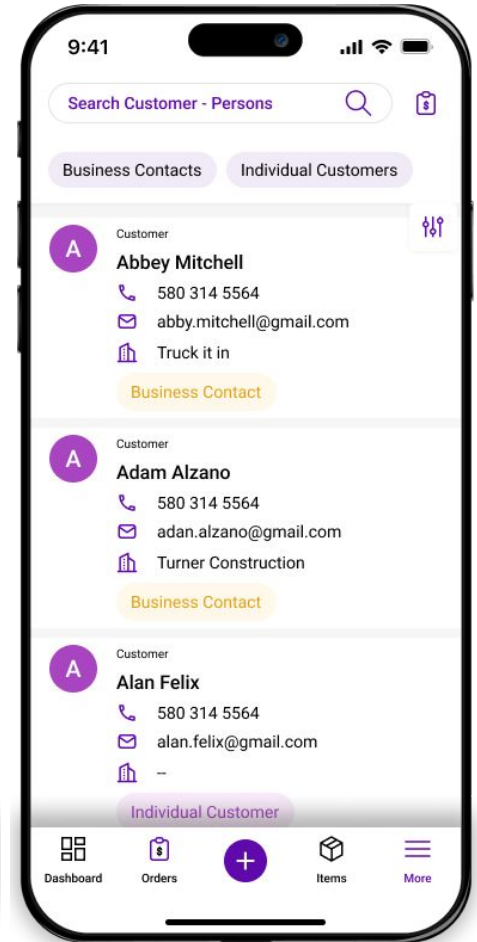
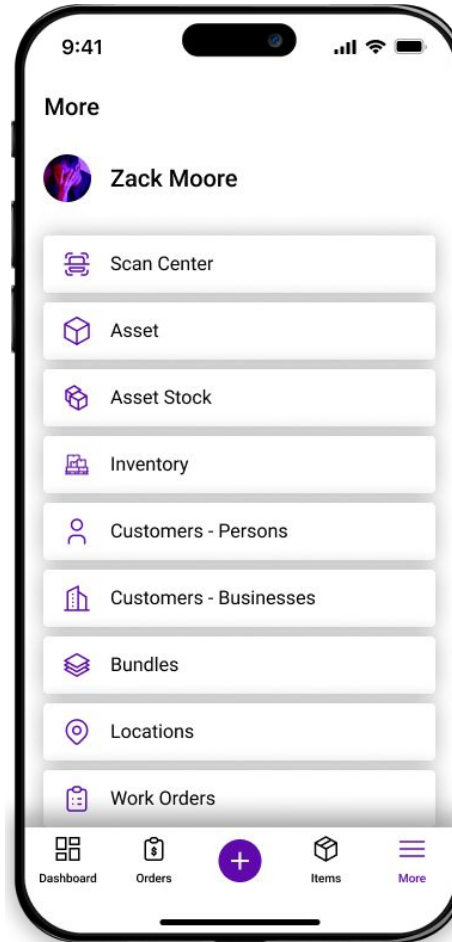


8. Customers - Persons

Tap on **Customers - Persons** to view all individual customers

Use the search bar to quickly find the customer you are looking for

Tap on the top right filter button to filter them for a precise search

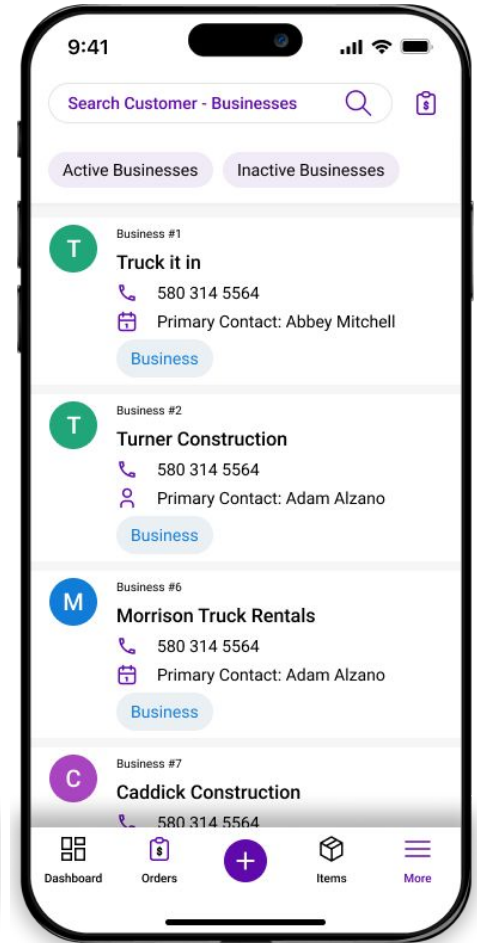
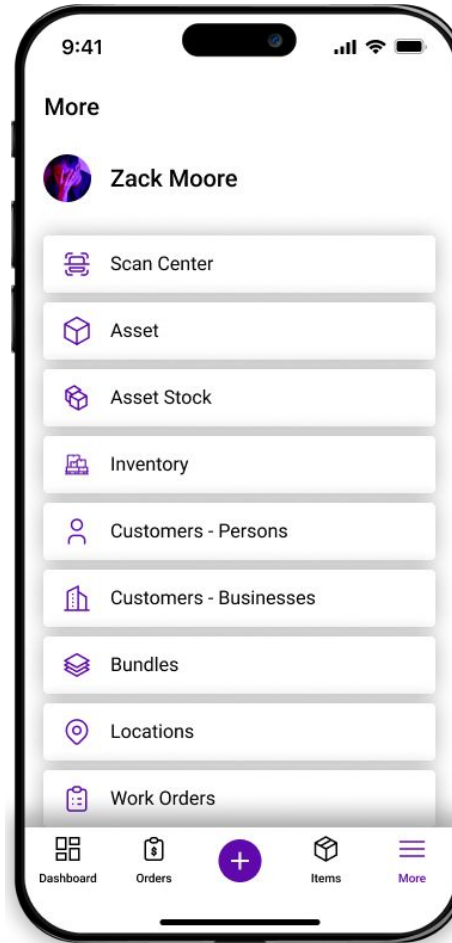


9. Customers - Businesses

Tap on **Customers - Businesses** to view all business customers

Use the search bar to quickly find the business you are looking for

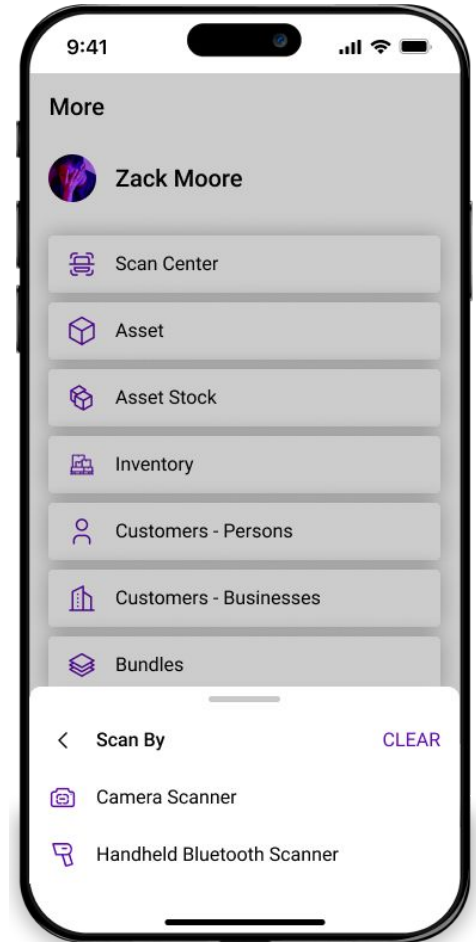
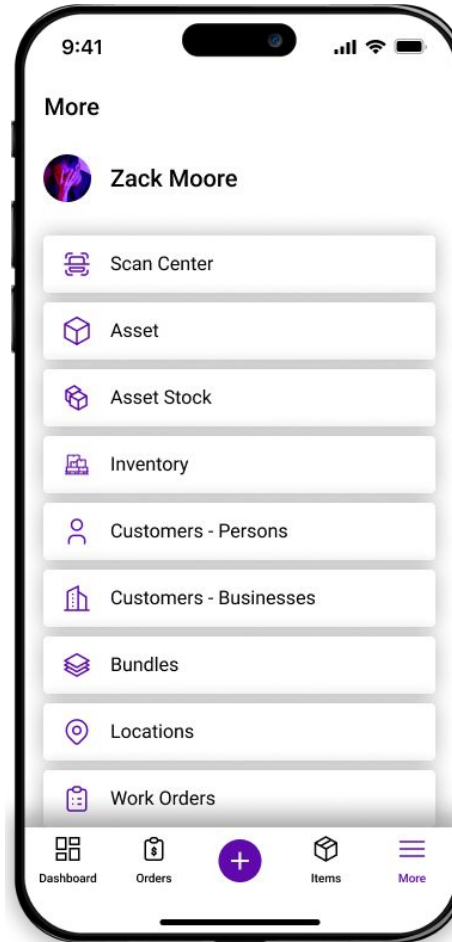
Tap on the top right filter button to filter them for a precise search



10. Scan Center

Tap on **Scan Center** to scan items quickly

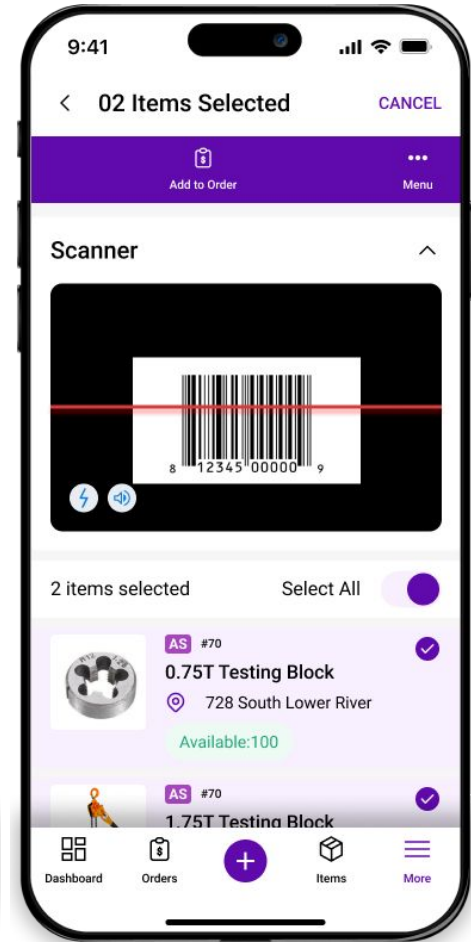
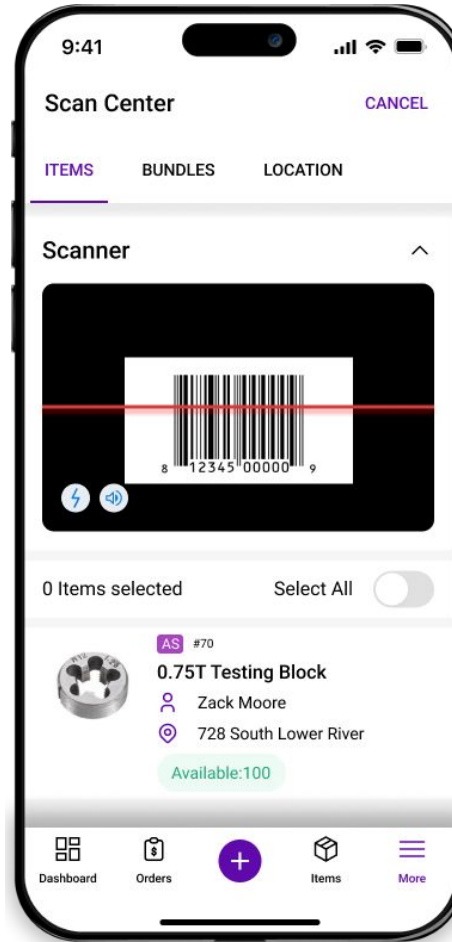
You can scan items using a Camera Scanner or a Handheld Bluetooth Scanner



10.1. Scan Items

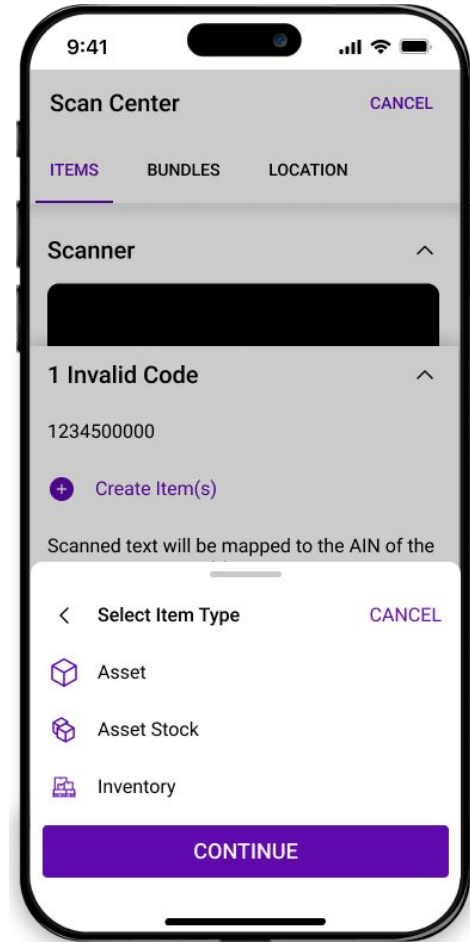
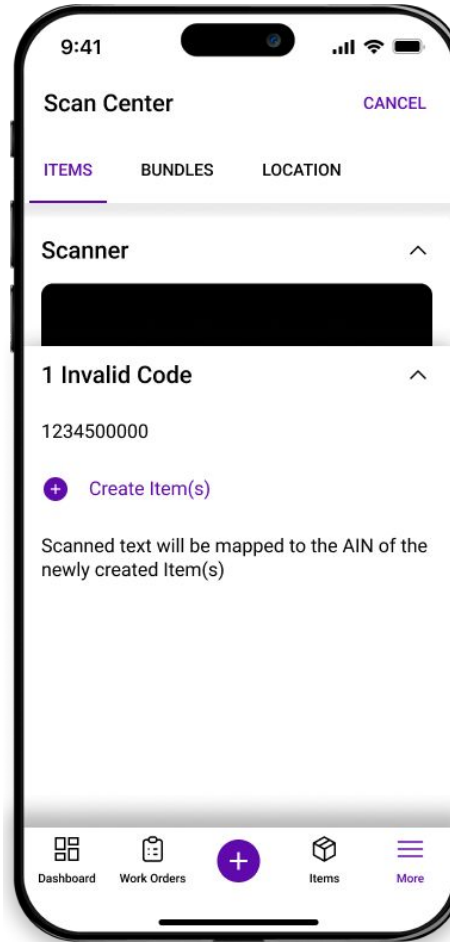
Use the scanner to scan items by correctly positioning your camera or scanner to the barcode or QR code within the designated area

The scanned items will appear in the items tab



10.2. Add Items via Scanner

1. Scan the barcode/QR code of the item you want to add
2. Tap on **Invalid Code** to see all the codes of the Items you have scanned
3. Tap on **Create Item(s)** and select the item type from Asset, Asset Stock, or Inventory
4. Tap on **CONTINUE** to complete the action

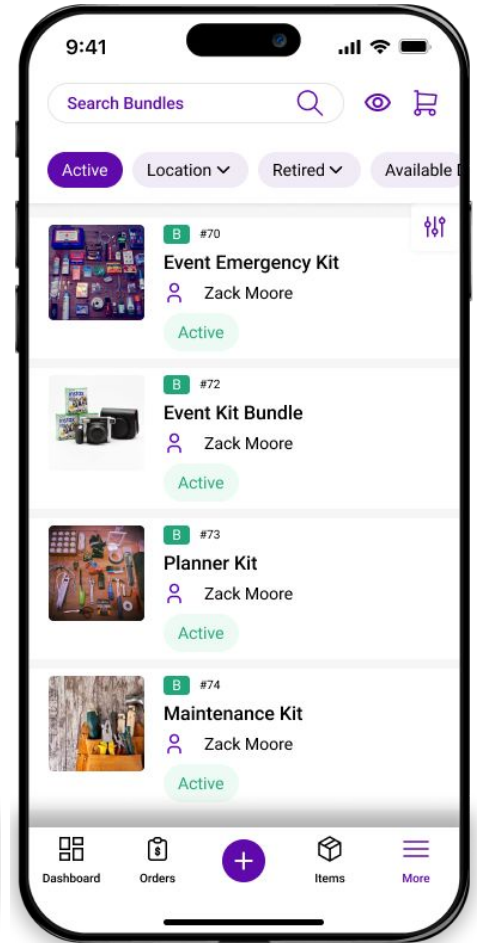
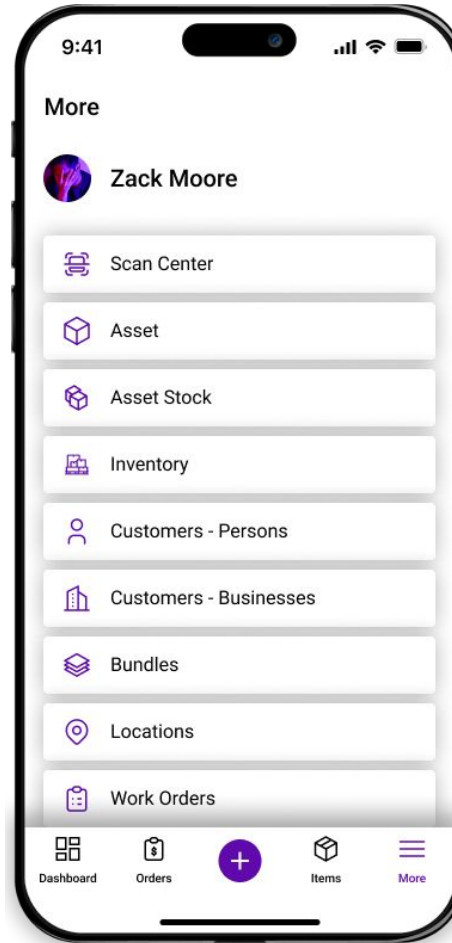


11. Bundles

Bundles in the EZRentOut Beta mobile app enables grouping items based your business workflows. Enhance processing items and business productivity

To use Bundles, first enable the Add On from the desktop app

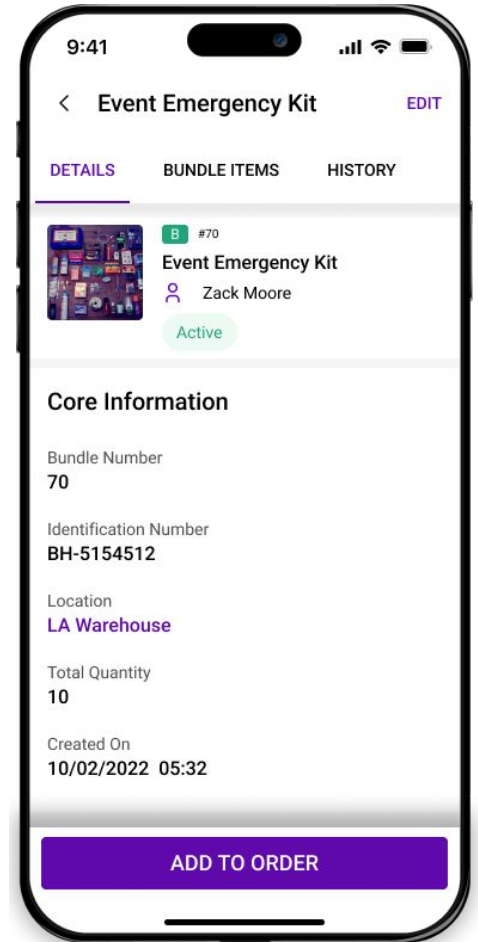
The Bundles tab will not be visible in the mobile app if the Add On is disabled in the desktop app



11.1. Bundles Details Page

In the Bundles Details Page, you can add a Bundle to Cart

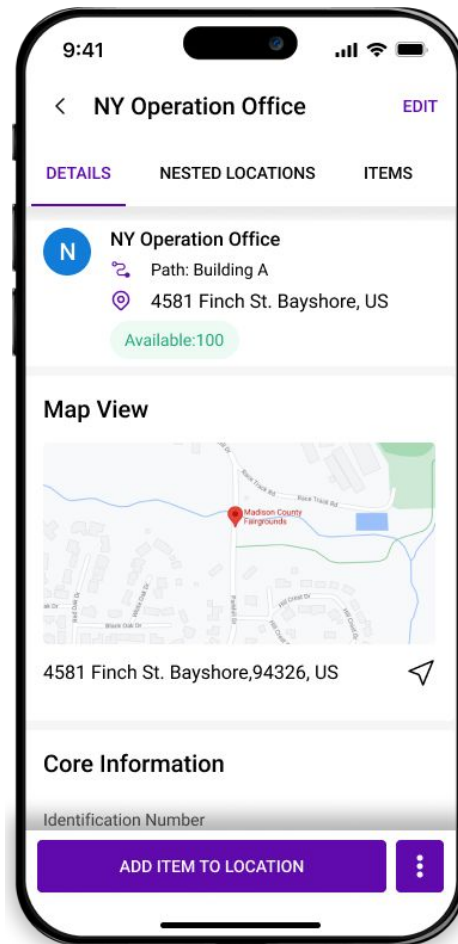
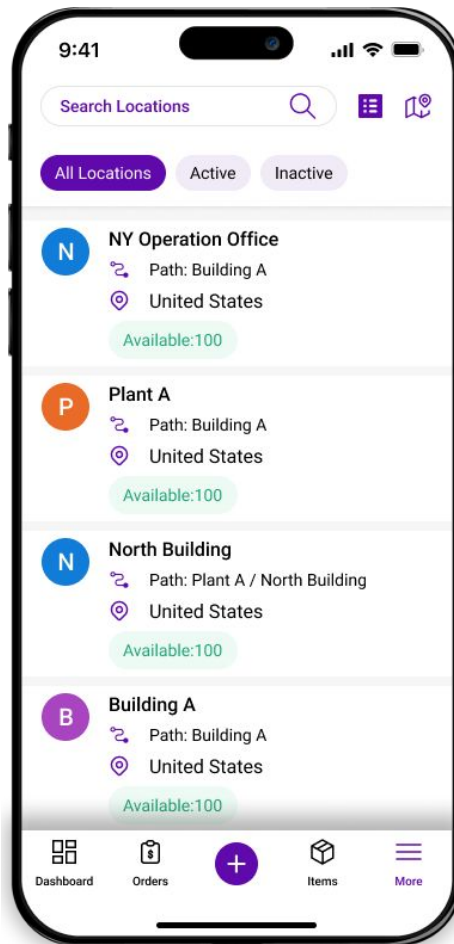
1. Tap on **ADD TO ORDER** to add the Bundle to Order
2. Edit by adding or removing items, as required



12. Locations

Track, access, and perform actions on Locations on the go, from remote sites

1. Use the search bar to find a specific location
2. Tap on the **Active** or **Inactive** capsules to filter locations by activity state
3. View all Locations on the map for a global view of business operations.



About EZO



EZO began as EZ Web Enterprises in 2011 with a mission to build easy-to-use yet robust cloud-based applications for organizations worldwide. Our team is passionate about delivering consistently amazing user experiences with best-in-class functionality and enterprise scalability.

EZ Web Enterprises' products help thousands of organizations around the globe streamline rental operations in many key areas, including asset management with EZRentOut.

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https://ezo.io/ezrentout/sign_up/

For Further Assistance

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