

Creating a Rental

The screenshot shows the 'Create Rental' form in the OMNNA system. The form is divided into several sections: 'Rental: Rental Information', 'Rental: Customer Addresses', 'Rental: Equipment Information', 'Rental: Terms & Conditions', and 'Rental: Rental Review & Charge Codes'. The 'Rental: Rental Information' section contains the following fields: * Customer: JOHN SMITH (circled in yellow with callout 3), Store: E101 (FORT MYERS), Invoice Frequency: Now, * Sales Person: Select Sales Person, Invoice Index: (empty), * Rental #: RE-E101-00011, Rental Period: Monthly, * Invoice Start Date: 12-12-2023, Delivery Type: Delivery, and Approved By: Omnna Admin - Adm1. The 'Rental: Equipment Information' section has a Rental Type dropdown menu (circled in yellow with callout 2) showing options: Rental, Recurring Billing, and Return. The 'Rental: Terms & Conditions' section has an 'Upload Related Docs' button and a dropdown arrow (circled in yellow with callout 5). The 'Rental: Rental Review & Charge Codes' section has a 'Save' button (circled in yellow with callout 6) and a 'Charge' button. The 'Previous' and 'Next' buttons are also visible. The top navigation bar includes 'OMNNA', 'Point Of Sale', 'Sales Management', 'Deliveries', 'Product Management', 'Equipment Management', 'Ignite Your Margin', 'Data Tools', and 'Personal & Admin'. The breadcrumb trail is 'Equipment > Kits > Purchase Orders > Products Received > Store Transfers > Vendors > Vendor Invo'. The 'Create Rental' button is highlighted with callout 1. Instruction boxes are placed around the form: '1. Click 'Create Rental' or the '+' icon.' (top right), '2. Select Rental Type from dropdown.' (middle right), '3. Type Customer Name and press enter.' (middle right), '4. Complete Rental Information.' (middle right), '5. Click the dropdown to open or close sections.' (bottom right), and '6. Review information and click 'Save' button.' (bottom right). A small empty square box is in the top right corner.

1. Click 'Create Rental' or the '+' icon.

2. Select Rental Type from dropdown.

3. Type Customer Name and press enter.

4. Complete Rental Information.

5. Click the dropdown to open or close sections.

6. Review information and click 'Save' button.

