

Quick Reference Guide

FAVORITES

We recommend that you add the menu items you use the most to **Favorites**. Simply right-click on the menu item.

MAKE A RESERVATION

1. From the Main Menu of RentWorks, click **Counter > Reservations**.
2. Click the **New** button on the tool bar.
3. Enter the date out and time. (Note that the time is displayed in military time.)
4. Enter the number of rental days and tab through the fields to automatically populate the due date.
5. Select the vehicle class to be rented.
6. Click the **Search** button to check rates and availability.
7. Double-click on the rate to apply to the reservation.
8. Select the desired coverages.
9. Add the renter's information on the **Drivers** tab, then click on **Save**.
10. Click **Finish** to print the reservation.

VIEW TODAY'S RESERVATIONS

1. From the Main Menu of RentWorks, click **Inquiries > Reservation Inquiry**.
2. Set the report options and click **Search**.

ADD A VEHICLE TO THE FLEET

1. From the Main Menu of RentWorks, click **Fleet > Vehicle Fleet**.
2. Click **New**.
3. Enter the the required and relevant information on the **General** and **Service** tabs. (Finance tab is optional.)
4. Click **Save** when finished.

EXCHANGE A VEHICLE

1. From the Main Menu of RentWorks, click **Counter > Contract Processing > Vehicle Exchange**.
2. Enter the last name or the contract number and click **Search**.
3. In the browser window, highlight the desired record and double-click, or click the **Edit** button on the tool bar.
4. Enter the odometer and fuel level.
5. Select the replacement vehicle.
6. Click **Finish** to save and re-print the contract.

TRAINING MATERIALS

Demos: <http://support.barsnet.com/demolist.html>

Docs: <http://support.barsnet.com/documentation.html>

Wiki: <https://wiki.barscloud.com>

HELP

Need our help? From within RentWorks, go to **Help** in the far lower left. Select **Bluebird Help Desk**, then click on **New Support Ticket** from the menu on the left.

OPEN A CONTRACT

1. From the Main Menu of RentWorks, click **Counter > Contract Processing > Check Out**.
2. Click the **New** button on the tool bar.
3. Enter the due date. Adjust the time if necessary.
4. Enter the renter's name or use the binoculars to find a repeat renter.
5. Select the vehicle class.
6. Enter the unit number or use the binoculars to search for and select one.
7. Click on the binoculars next to **Rate Code** and double-click on the rate to apply.
8. Select the desired coverages.
9. Add the renter's information on the **Drivers** tab then click on **Save**.
10. Click **Finish** to save and print the contract.

CLOSE A CONTRACT

1. From the Main Menu of RentWorks, click **Counter > Contract Processing > Check In**.
2. Enter the last name or the contract number and click **Search**.
3. In the browser window, highlight the desired record and double-click, or click the **Edit** button on the tool bar.
4. Enter the return odometer reading, then click on the **Tab** key.
5. Adjust the fuel slider if the vehicle did not return with a full tank.
6. Click on the **Tab** key so that the contract calculates the charges.
7. Click the **New** button on the tool bar to create the payment record, then click on **Save**.
8. Once you have confirmed the balance due is zero, click **Finish** to save and print the contract.

MODIFY A VEHICLE STATUS

1. From the Main Menu of RentWorks, click **Fleet > Status Modify**.
2. Click on the binoculars next to the **Unit** number field.
3. Enter the unit number and click **Search**.
4. Highlight the vehicle record and double-click, or click on the **Select** button in the lower right.
5. Choose a new location or status from the drop-down menus.
6. Change the current odometer reading if necessary.
7. Adjust the fuel slider if necessary.
8. Click **Save** when finished.