



Process

Documentation

Department:

Customer Support

Last Updated:

11/12/2025 11:25 AM

NAME OF PROCESS

Extending an Equipment Warranty [Roleplay]

Use Case / Objectives

This process document will walk you through how to [add](#) and [change](#) warranty dates and information for a piece of equipment.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

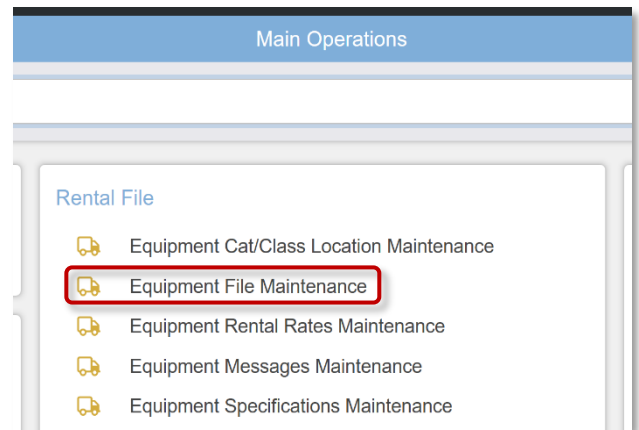
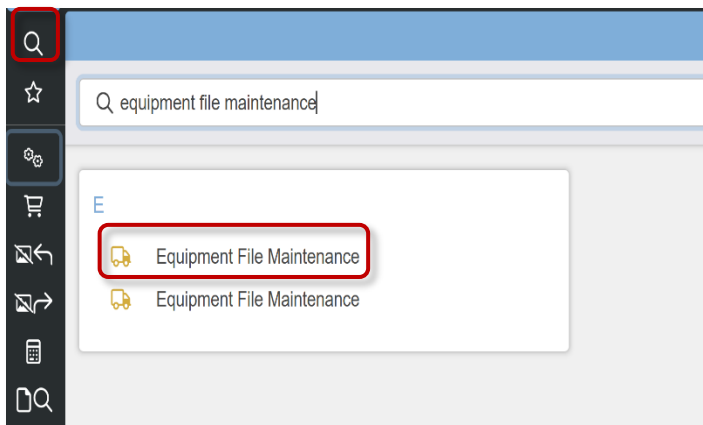
Menu options to access:

Main Operations > Equipment Maintenance Menu > Equipment File Maintenance

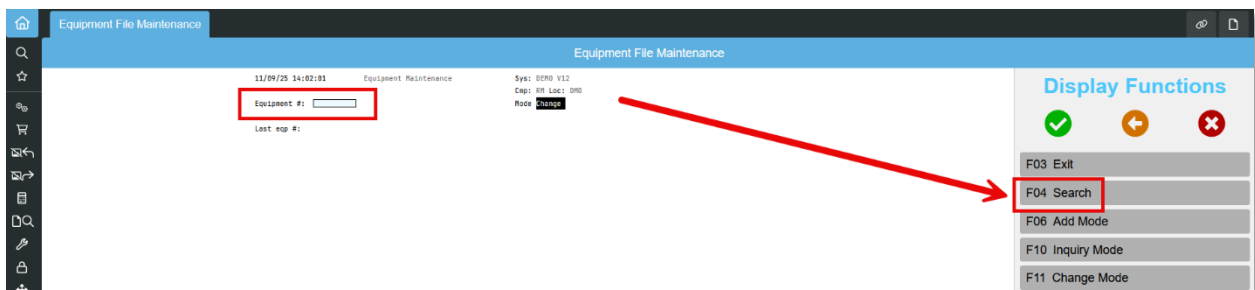
Adding an Equipment Warranty

Process Steps

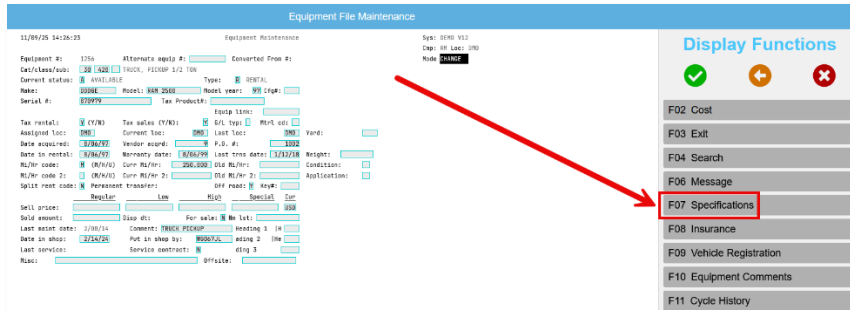
1. Login to the [Roleplay environment](#) with your RentalMan UserID and password.
2. Click on the magnifying glass icon in the left toolbar and search for “equipment file maintenance.’ Click on the first **Equipment File Maintenance** menu option. **NOTE:** You can also access this option via the **Main Operations** menu by clicking on the **Equipment File Maintenance** option in the **Rental File** section.



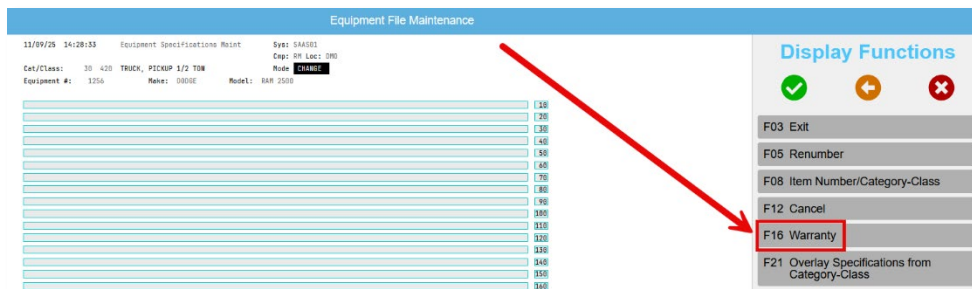
3. On the **Equipment Maintenance - Launch** screen, you can enter the equipment number in the *Equipment #* field and press ENTER. **NOTE:** If you do not know the equipment number and need to search for the type of equipment or the equipment number, you can enter the cursor in the *Equipment #* field and press F4 on your keyboard or click on F04 Search in the **Display Functions** menu.



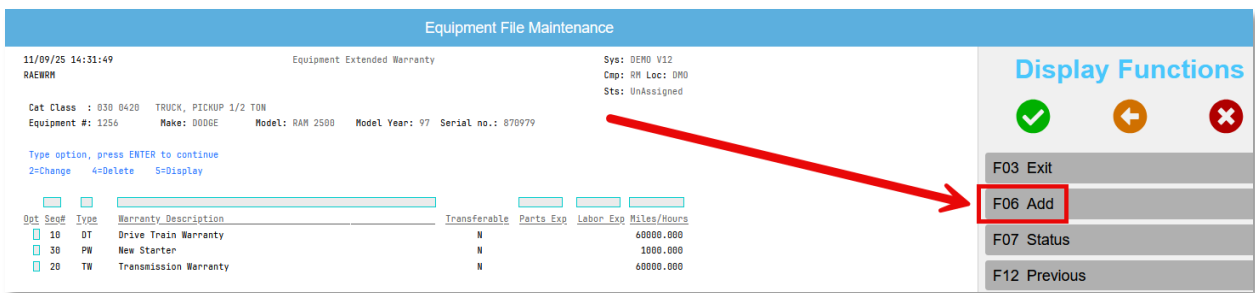
- a. For this example, we will be using equipment number 1256 to add the warranty information.
4. On the **Equipment Maintenance - Detail** screen, you will see all information fields related to that piece of equipment. To enter the warranty information, press F7 on your keyboard or click on F07 Specifications in the **Display Functions** menu.



- On the **Equipment Specifications Maintenance** screen, press F16 on your keyboard or click on F16 Warranty in the **Display Functions** menu.



- On the **Equipment Extended Warranty** screen, to add new warranty information, press F6 on your keyboard or click on F06 Add in the **Display Functions** menu.



- The **Equipment Extended Warranty Information** pop-up window will display. Type in the Warranty Type. **NOTE:** If you do not know that warranty type, with the cursor in that field, press F4 on your keyboard to search.



8. You will now see the warranty code listed in the *Warranty Type* field.



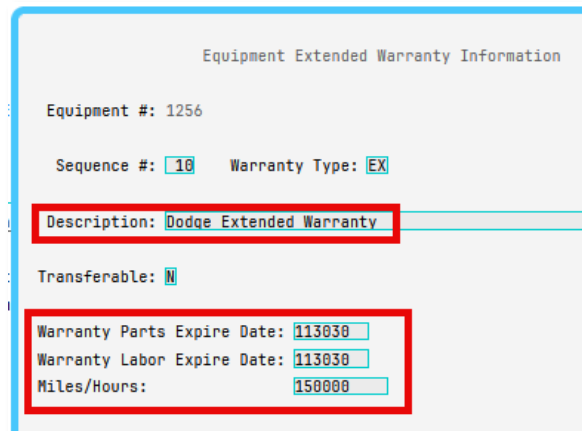
Equipment Extended Warranty Information

Equipment #: 1256

Sequence #: 10 Warranty Type: EX

9. Type in a description in the *Description* field.
10. If you need to add expiration dates for warranty parts and/or labor, type in the date information in one or both of those fields. **NOTE:** You will need to enter the dates as MMDDYY format.
11. If you need to enter the expired mileage or expired hour amounts for the warranty, type in in the *Miles/Hours* field.

NOTE: The date and miles/hour fields are optional and are not required to enter the new warranty type information.



Equipment Extended Warranty Information

Equipment #: 1256

Sequence #: 10 Warranty Type: EX

Description: Dodge Extended Warranty

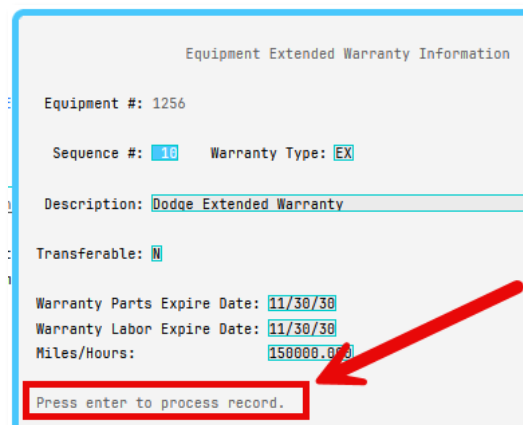
Transferable:

Warranty Parts Expire Date: 113030

Warranty Labor Expire Date: 113030

Miles/Hours: 150000

12. Once completed, press ENTER.
- a. You will see the message “Press enter to process record,” so press ENTER once more.



Equipment Extended Warranty Information

Equipment #: 1256

Sequence #: 10 Warranty Type: EX

Description: Dodge Extended Warranty

Transferable:

Warranty Parts Expire Date: 11/30/30

Warranty Labor Expire Date: 11/30/30

Miles/Hours: 150000.00

Press enter to process record.

13. The new warranty information has been added and will display in the table on the **Equipment Extended Warranty** screen.

Equipment File Maintenance							
11/09/25 14:57:13		Equipment Extended Warranty			Sys: DEMO V12		
RAEWRM					Cmp: RM Loc: DMO		
					Sts: Active		
Cat Class : 030 0420 TRUCK, PICKUP 1/2 TON							
Equipment #: 1256		Make: DODGE	Model: RAM 2500	Model Year: 97	Serial no.: 870979		
Type option, press ENTER to continue							
2=Change 4=Delete 5=Display							
Opt	Seq#	Type	Warranty Description	Transferable	Parts Exp	Labor Exp	Miles/Hours
0	10	EX	Dodge Extended Warranty	N	11/30/30	11/30/30	150000.000

14. Navigate to the **Equipment Maintenance - Launch** screen by clicking on the **RED X** in the **Display Functions** menu until the screen displays.

Changing an Equipment Warranty

1. Type in the *Equipment #* field and press ENTER.

Equipment Maintenance

11/09/25 15:05:21 Sys: DEMO V12
 Comp: RM Loc: DMO
 Mode: Change

Equipment #: 1256

Last eqp #:

2. On the **Equipment Maintenance - Details** screen, press F7 on your keyboard or click on F07 Specifications in the **Display Functions** menu.
3. On the **Equipment Specifications Maintenance** screen, press F16 on your keyboard or click on F16 Warranty in the **Display Functions** menu.
4. On the **Equipment Extended Warranty** screen, type 2 in the *OPT* column next to the warranty that you want to change and Press ENTER.

Equipment File Maintenance

11/09/25 15:06:01 Equipment Extended Warranty Sys: DEMO V12
 RAEWRM Comp: RM Loc: DMO
 Sts: Active

Cat Class : 030 TRUCK, PICKUP 1/2 TON
 Equipment #: Make: DODGE Model: RAM 2500 Model Year: 97 Serial no.: 870979

Type option press ENTER to continue
 2=Change 4=Delete 5=Display

Opt	Seq#	Type	Warranty Description	Transferable	Parts Exp	Labor Exp	Miles/Hours
2	10	EX	Dodge Extended Warranty	N	11/30/30	11/30/30	150000.000

5. The **Equipment Extended Warranty Information** pop-up window will appear.
6. Update the desired information and press ENTER twice.

Equipment Extended Warranty Information

Equipment #: 1256

Sequence #: 10 Warranty Type: EX

Description: Dodge Extended Warranty

Transferable: N

Warranty Parts Expire Date: 11/30/30
 Warranty Labor Expire Date: 11/30/30
 Miles/Hours: 150000.000

Equipment Extended Warranty Information

Equipment #: 1256

Sequence #: 10 Warranty Type: EX

Description: Dodge Extended Warranty

Transferable: N

Warranty Parts Expire Date: 113035
 Warranty Labor Expire Date: 113035
 Miles/Hours: 200000

7. The **Equipment Extended Warranty** screen refreshes and the updated warranty information is displayed.

Reference Glossary

Field Definitions for Tasks

Equipment Maintenance - Launch

- *Equipment number* - Enter the number of the equipment you want to add, update, or inquire on. If you do not know the number, press F4 to go to Equipment Search and search for it.
- *Last equipment number* - Displays the number of the last piece of equipment whose record was accessed.

Equipment Maintenance - Details

- *Equipment number* - Displays the unique number of the equipment you are adding or updating.
- *Alternate equipment number* - Enter an alternate unique number for the equipment (perhaps from a legacy software system). You can use this number to retrieve this piece of equipment during transaction entry.
- *Category* - Enter the code for the category to which this piece of equipment belongs. Categories and classes are set up in Category/Class Maintenance.
- *Class* - Enter the code for the class to which this piece of equipment belongs. Categories and classes are set up in Category/Class Maintenance.
- *Sub* - Enter the code for the sub-class to which this piece of equipment belongs. You can use the sub-class as a code that represents the vendor from which you purchased the equipment.
- *Current status* - Indicate the current status of the equipment. This status is automatically updated by the system, and you can manually change it here or in Equipment Status Change. Valid codes include:
 - A - Available
 - D - Down - Long Term
 - N - Down - Short Term
 - R - Down - Wash Rack
 - I - In Transit
 - J - Junked
 - M - Missing
 - - On Rent
 - P - On Rental Purchase
 - K - On Truck
 - U - Pick-up
 - V - Returned to Vendor
 - S - Sold
 - T - Stolen
- *Type* - Enter the code that represents the type of equipment. Valid codes include:

- C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease
 - N - New
 - - Non-rental Asset
 - R - Rental
 - S - Sub-leased
 - T - Trade In
- **Make** - Enter the make (manufacturer's type) for the equipment. For example, Case.
 - **Model** - Enter the manufacturer's model for the equipment. For example, Cutter 1000.
 - **Model year** - Enter the year that model was manufactured.
 - **Configuration number** - If applicable, enter or search for the appropriate configuration number for the equipment. Configurations are different designs for the same equipment, and they are created in the Equipment Configuration File program in the Purchasing application.
 - **Serial number** - Enter the unique serial number assigned to this piece of equipment.
 - **Tax product number** - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this equipment for special taxation.
 - **Equipment link** - Use this field to set up linked relationships for your equipment. If this piece of equipment is linked to another main piece of equipment, enter the number for the main equipment here. When entering transactions for linked equipment, the main equipment number is the one that is entered. Equipment links are created for depreciation, rental, transfer, and sales purposes.
 - **Tax rental** - Indicate whether to tax rental charges on this equipment. This setting overrides the tax rental code in the rental rate record for the location renting the item.
 - **Tax sales** - Indicate whether to tax sales of this equipment.
 - **G/L type** - Enter the code that represents the general ledger type for this equipment. Use the code in conjunction with the G/L revenue distribution file to set up different revenue distribution by equipment number.
 - **Material code** - Enter the code that represents the material type for this equipment when it is rented. This code can be used to classify the equipment for VAT purposes.
 - **Assigned location** - Enter or accept the location where this equipment was put into rental availability.
 - **Current location** - Displays the location where the equipment is physically or from where it was last rented.
 - **Last location** - Enter or accept the location where the equipment was found prior to its current location.

- *Date acquired* - Enter or accept the date that you acquired this piece of equipment. If you are using the Purchasing application, and you entered and received a purchase order for this equipment, the date of receipt automatically populates this field.
- *Vendor acquired* - Enter or accept the vendor from whom you acquired this piece of equipment. If you are using the Purchasing application, and you entered and received a purchase order for this equipment, the vendor number automatically populates this field.
- *Purchase Order number* - Enter or accept the purchase order number on which you acquired this piece of equipment. If you are using the Purchasing application, and you entered and received a purchase order for this equipment, that purchase order number automatically populates this field.
- *Date in rental* - Enter or accept the date you put this equipment into the rental fleet. This is automatically filled in for you if you use the sales to rental fleet entry to convert a new inventory piece of equipment to rental inventory. This field is required for equipment of type R.
- *Warranty date* - Enter the date that the warranty expires for this piece of equipment.
- *Last transaction date* - The date of the most current transaction for this equipment. The system automatically populates this field.
- *Miles/Hours/Usage code* - Indicate how to charge for usage of this equipment once it has been exchanged or returned from rental. Valid codes include:
 - M - Mileage
 - H - Hours
 - U - Usage (metered)
- *Current Miles/Hours/Usage* - Enter or accept the current meter reading for this equipment based on its Miles/Hours/Usage code. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Old Miles/Hours/Usage* - Enter or accept the usage (miles/hours/usage) from a replaced meter. This field is automatically populated during work order entries if you answer Y to replace a meter. This setting ensures that overall usage for the equipment is kept on file so that the system will correctly recommend necessary maintenance.
- *Miles/Hours/Usage code 2* - Use this field if the equipment has more than one way of tracking usage; for example, the equipment has an odometer and an hour meter.
- *Current Miles/Hours/Usage 2* - Enter or accept the current usage for this equipment based on its Miles/Hours/Usage code 2. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Old Miles/Hours/Usage 2* - Enter or accept the usage (miles/hours/usage) from a replaced secondary meter. This field is automatically populated during work order entries if you answer Y to replace a meter. This setting ensures that overall usage for the equipment is kept on file so that the system will correctly recommend necessary maintenance.

- **Split rent code** - If applicable, enter a user-defined code that indicates how rent for this equipment is split with another branch or a sub-lessor. You can run the Rental Equipment Split Rents report by using this code to obtain information on how you have split rental revenue.
- **Off road** - Indicate whether this equipment can be used off road. This information may be necessary for licensing or for fuel credit purposes.
- **Key number** - Enter the number for the key that is used to start or lock this equipment.
- **Sell price (Regular)** - Enter the actual sales price you want to receive for this equipment if you sold it.
- **Sell price (Low)** - Enter the lowest sales price you would want to receive for this equipment if you sold it.
- **Sell price (High)** - Enter the highest sales price you would want to receive for this equipment if you sold it.
- **Sell price (Special)** - Enter a special sales price you would want to receive for this equipment if you sold it. This might be a price that you would use if you sold the equipment to one of your highest rated customers.
- **Currency** - Enter or accept the code of the currency associated with the entered sell prices.
- **Sold amount** - The system automatically populates this amount when you sell this piece of equipment.
- **Disposal date** - The system automatically populates this date when you sell or otherwise dispose of this piece of equipment.
- **For sale** - Enter Y to list this piece of equipment on the Web Sales application. Enter N or leave the field blank if you do not want the equipment listed on Web Sales. Other codes for this field are user-defined via the FSmiscellaneous reason code, and settings within those codes provide the ability to allow/disallow rental, skip book depreciation, skip tax depreciation, and allow/disallow sales to rental transfers for the equipment that is flagged with the FS code. Press F4 for a list of valid codes.
- **Name Listing** - Enter the NC8/NGP code combination associated with this equipment. If you do not know the code, press F4 to search for it. NC8/NGP codes are set up in Equipment Name Listing, and they are used in the European Union to classify products. If a purchase order was used to buy the equipment, and that purchase order was received in the system, the NC8/NGP code defaults in the new equipment master record from the category/class that was purchased.
- **Last maintenance date** - If work orders are entered in the system to maintain this equipment, the date of the most recent maintenance is populated here.
- **Comment** - Enter a brief comment about the equipment maintenance.
- **Date in shop** - Enter the date that this equipment was moved to a status of Down and put into the shop.
- **Put in shop by** - Enter the name of the person who moved the equipment to the Down status.

- *Last service* - Displays the date of the most recent service by the manufacturer of this equipment.
- *Service contract* - Indicate if you have a service contract with the manufacturer/distributor of this equipment.
- *Miscellaneous* - Enter a user-defined comment to use for search purposes. You can search for equipment by the contents of this field. This enables you to group equipment together that might not otherwise be grouped by the system.

Equipment Specifications Maintenance

- *Category/Class* - Displays the category/class for which you are entering specifications. If you are entering specifications for a piece of equipment, this field displays the category/class to which that equipment belongs.
- *Equipment Number* - If you are entering specifications for a piece of equipment, this field displays the number of that equipment.
- *Make* - If you are entering specifications for a piece of equipment, this field displays the manufacturer's make of the equipment.
- *Model* - If you are entering specifications for a piece of equipment, this field displays the manufacturer's model of the equipment.
- *Text Lines*- Enter the text for each specification.
- *Line Number* - The sequence number for the specification line. Change this number if you need to insert a new specification between two existing specifications. For instance, if you have specifications for sequences 10 and 20 and you decide that you need a new specification after sequence 10 but before sequence 20, you can change the default sequence of 30 (with no specifications associated with it) to sequence 15 and type a specification on that line. When you press Enter, the program inserts your new specification in the appropriate order.