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RECTRAC 3.1

FITNESS/AQUATICS QUICK RENTALS PROCESSING

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RecTrac 3.1 Fitness/Aquatics Quick Rental Processing



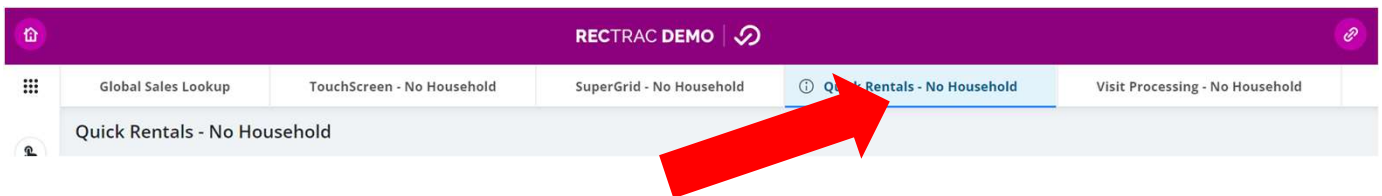
Quick Rentals Overview

The Quick Rentals program in RecTrac 3.1 is used to check out/in equipment that has no fee attached to it. Common items at a fitness/aquatics center that fall into this category are:

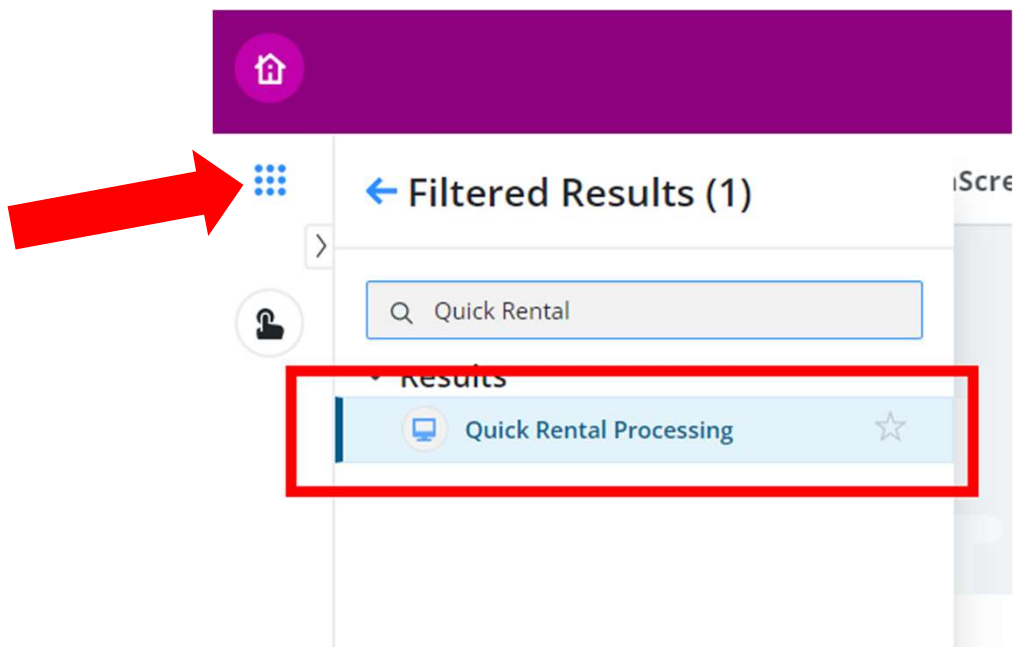
- Racquetball Equipment (goggles, racquets, balls)
- Sporting Equipment (balls, bats, gloves etc)
- Fitness Equipment (weight belts, medicine balls, jump ropes, etc)

Equipment can be checked out to a guest account (requires name and phone number) or to a valid customer household account.

To access the Quick Rentals program, click the 'Quick Rentals' tab across the top of the RecTrac 3.1 window.



Or, if it's not already open, use the 'Menu Button' in the upper left to find 'Quick Rental Processing'.



RecTrac 3.1 Fitness/Aquatics Quick Rental Processing




Quick Rentals Overview cont.

A screen similar to the following will display.

Quick Rental Area

Shopping Cart

Legend	
Visit Processing	Allows you to process visit check ins or daily visits from the quick rentals program.
Quick Rental Area	Displays all items that are available for rent.
Scan Field	Used to scan barcoded equipment for rentals.
Shopping Cart	Displays sales items currently in process. Use 'Remove' to select an item to remove OR empty the cart. Use 'Finish' to complete a transaction.
	Used to deselect the currently selected customer household account.

RecTrac 3.1 Fitness/Aquatics Quick Rental Processing

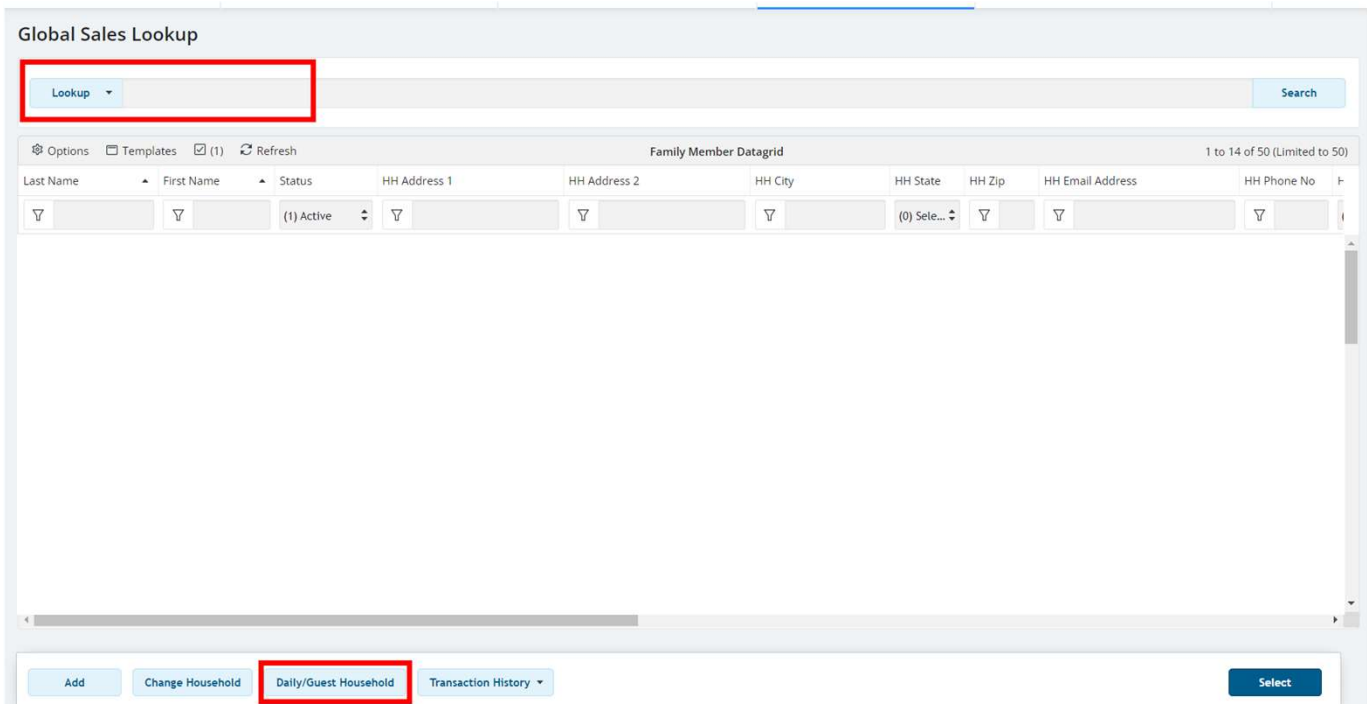


How to Process a Quick Rental

Step 1: Click on the button representing the item that is being rented. In this example, we will select a weight belt.



Step 2: The 'Global Sales Lookup' screen will display. Either lookup a valid customer household using the 'Lookup' field OR select 'Daily/Guest Household' at the bottom of the screen.



RecTrac 3.1 Fitness/Aquatics Quick Rental Processing



How to Process a Quick Rental cont.

Step 3: If you select 'Daily/Guest Household' the following screen will display. Enter in the customers name and phone number and click continue.

Weight Belt 01 at 10:44 for CNIC ZDaily Sales Account (Rental Start) i ?

Guest Information

First Name * i Last Name * i

Phone * i

Continue **Cancel**

Step 4: The rented item is now in the shopping cart. Click 'Finish' in the bottom right to complete the transaction. The button has now changed color to indicate that item is rented out.

Shopping Cart

HH Reset

Total Due	Description
<input type="checkbox"/> \$ 0.00	Weight Belt 01 at 10:44

Total Due \$ 0.00

Remove **Finish**

Quick Rentals Rental Returns Visits

Weight Belt 01 Weight Belt 02 Weight Belt 03

Weight Belt 06 Weight Belt 07 Weight Belt 08

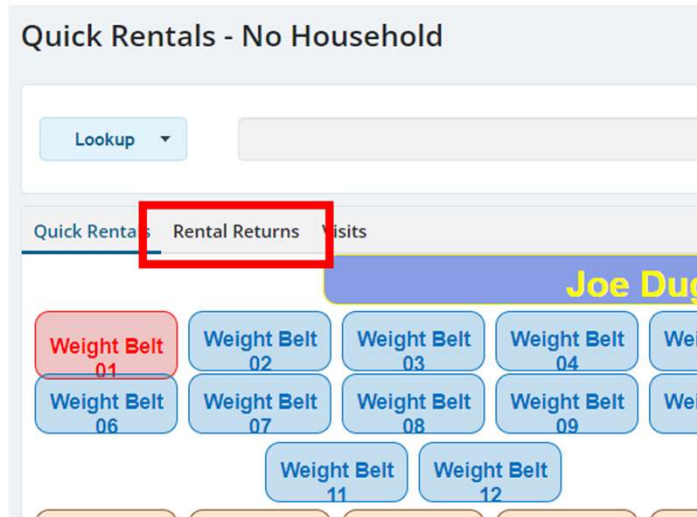
Weight Belt 11 Weight Belt 12

RecTrac 3.1 Fitness/Aquatics Quick Rental Processing



How to Return a Quick Rental Item

Step 1: Click on the 'Rental Returns' tab from the 'Quick Rentals' screen.



Step 2: A screen showing all items currently checked out of the system will display: Select the item(s) to return and click 'Return Rentals' in the bottom left.

