

Quick Rentals for Youth/Teen Video Games and Accessories

CYMS can be used to track the use of video games and related accessories. In order to do this, some setup in the Rental Module is required. This setup differs from the setup required for Lending Library, which is typically used for lending items long term to coaches and FCC providers.

This document will walk you through the setup and processing of Quick Rentals, which involves the following:

1. Create a Rental Class for Youth/Teen Quick Rentals.
2. Create Rental Items linked to this Rental Class
3. Check out and return games and accessories to youth/teens.
4. Run a report to see who still has items checked out at the end of the day.
5. Check in items physically present, but not showing returned in CYMS

Create a Rental Class for Youth/Teen Quick Rentals

Go to Files>System>Rental Class Maintenance.

Click Add.

The screenshot shows a dialog box titled "Rental Class Maintenance" with two tabs: "Core Information" (selected) and "Additional Information". The "Core Information" tab contains the following fields and options:

- Class:** YTQIK
- Description:** YT Quick Rentals
- Recalculate Early Returns
- Recalculate Late Returns
- Recalc Buffer:** 0
- Automatic Returns
- Auto Refund Deposit on Returns
- Use Ready for Check In Procedure
- Use Lowest Pricing Option
- Charge Fees for Pending Reservations
- Require Manual Fee Calculation
- Premium Table:** Not Selected
- Deposit G/L Code:** 504
- Deposit Cost Cntr:** Not Selected
- Default Rental Days:** 0
- Show Rentals as Full Day in Inquiries
- R&R Letter:** Not Selected
- Display Letter With Web Reservations
- Rental Class Web Image:** [Redacted]
- Installment Billing Defaults:** Unassigned
- Ticket Template:** Unassigned
- Pending Question Group:** Unassigned
- CheckIn Question Group:** Unassigned
- CheckOut Question Group:** Unassigned
- Waitlist Question Group:** Unassigned

At the bottom of the dialog box are three buttons: "Next", "Done", and "Cancel".

Enter a Class of YTQIK, to designate this as a Youth/Teen Quick Rental Class.

Enter the description of YT Quick Rentals.

Right-click or press F9 in the Deposit G/L Code field and choose the appropriate Deposit GLAC.

Turn off all toggles and F8 all other pick lists on both screens.

Click Done and Exit.

Create Rental Items linked to this Rental Class

Go to Files>System>Rental>Rental Item Maintenance.

Click Add. This will bring you to the Rental Item Core Information screen.

Core Information		Fees/Charges		Features	
Rental Item	92VGAME001	Type	Quick	<input checked="" type="checkbox"/> Validate	
Print Descript	Super Mario Galaxy	Quantity	1		
Make	Wii	Condition	Good		
Model		<input checked="" type="checkbox"/> Show Last Day as Booked?			
Serial Number	1234567890				
Rental Class	YTQIK	Default Rental Class		YTD Rentals	0
Maintrac G/L Code	0	Not Assigned		LYR Rentals	0
Maintrac Cst Cntr		Not Assigned		Variance	0
TeleTrac Param		Not Assigned		Gross Revenue	0.00
Max Waitlist	0			Gross Expense	0.00
Permissions List	YS5			Net Revenue	0.00
<input type="checkbox"/> Ready for Check In (Only used when Class Uses 'Ready' Procedure)					
Next Update UPC's Done Stats Cancel					

Enter a unique Rental Item beginning with 92 in the Rental Item Field. If more than one MST center, identify each by entering 1,2,3, etc after 92. The number should correspond to the third number representing Location in the Youth/Teen activities numbering scheme as outlined in CTG-85.

Type must be Quick.

Print Description - should be the name of the Video Game or name of accessory.

Make - will be which Video Game system the game or accessory is for or the company who made the accessory.

Model - will be used for accessories model name.

Serial Number – can be added as desired for better tracking of items. **-but not necessary**

Rental Class - should be changed to YTQIK.

Change the Permissions List to the appropriate code for your location.

Additionally Update UPC's can be clicked and a unique bar code for the item can be entered for easier game/accessory selection during the check out process. For more information on this process, please contact your local FTS/FA/ISO.

No information is needed on the additional screens so click Done.

Check Out and Return Games and Accessories to Youth/Teens.

Note: this process should be completed by one of the Youth/Teen Center staff and not the youth/teen to maintain accountability and ensure accurate reporting.

Go to Daily>Rental>Quick Rental, or add a Quick Rental Hot Button to the appropriate menu group(s).

Quick Rental Family Member Selection

Lookup

Auto Return
 Display Photos
 Print Receipt

Current Rental Log

Reference	Swipe Time	Item List	Rental Status

In the Lookup field, swipe the Youth/Teen key fob or ID card. Alternatively, you can type their name and click on Name Search or type nothing, click Name Search and scroll through the Household Listing.

Find and select the appropriate child's name. This will bring you to the Item Selection screen.

Item Selection for Breona Aaron

Item

Number of Items

Item	Description	#

OK Cancel

Either right-click or press F9 within the Item pick list. Alternatively you can scan a linked bar code for the item.

Highlight the appropriate game or accessory and click select, or double-click the item. The item will appear in the Item Selection screen. Pick an additional game or accessory or click OK.

The item will now appear in the Current Rental Log along with the child's name.

Quick Rental Family Member Selection

Lookup

Auto Return
 Display Photos
 Print Receipt

Name Search Soc Sec No Rental Items Daily Use Exit
 Report Init Log

Current Rental Log

Reference	Swipe Time	Item List	Rental Status
Breona Aaron	11:08	921VGME001(1)	IN
Breona Aaron	11:06	921VGME001(1)	OUT

When the child returns the game, simply double-click on the item to return it in CYMS which will update the Rental log with the return information.

Run a Report to See Who Still Has Items Checked Out at the End of the Day.

During closing procedures, there are two methods to see if all games/accessories have been returned. From the Quick Rental Family Member Selection Screen, click the Report button. Click Preview and a report will be generated that lists information about unreturned games/accessories.

"This document conforms to the privacy act of 1974:10 USC 3013."

Testing

Run Date: 09/08/10
Run Time: 11:14

USAG CYMS ARMY
Outstanding Quick Rental Listing

Item Numb	Description	Qty	Rent Date	Time	Renter's Name	Rsv #	H'H ID	Home Phone	Work Phone	Email
922VGME002	Halo 3	1	09/08/2010	11:14	Breona Aaron	11	29	(802)555-8750	(802)555-1363	

Item Quantity Summary
922VGME002 1

TOTAL RECORDS INCLUDED IN SELECTED RANGE: 1

SELECTION CRITERIA:
Date Range: 09/08/2010 - 09/08/2010
Sort By: Item
Item Range: Thru ZZZZZZZZZZ
Item Wildcard:
Individual Selections:

Alternatively, from the main CYMS screen, you can go to Reports > Rent > Availability/Usage Reports > Outstanding Quick Rental Report. This report can be run to see what is due for the day or a wider date range if the report has not been run daily.

Check in items physically present, but not showing returned in CYMS

If the Outstanding Rental Report shows that there is a game/accessory checked out but a physical inspection of the games/accessories shows it was returned, simply double-click the item on the Quick Rental screen to return it.