

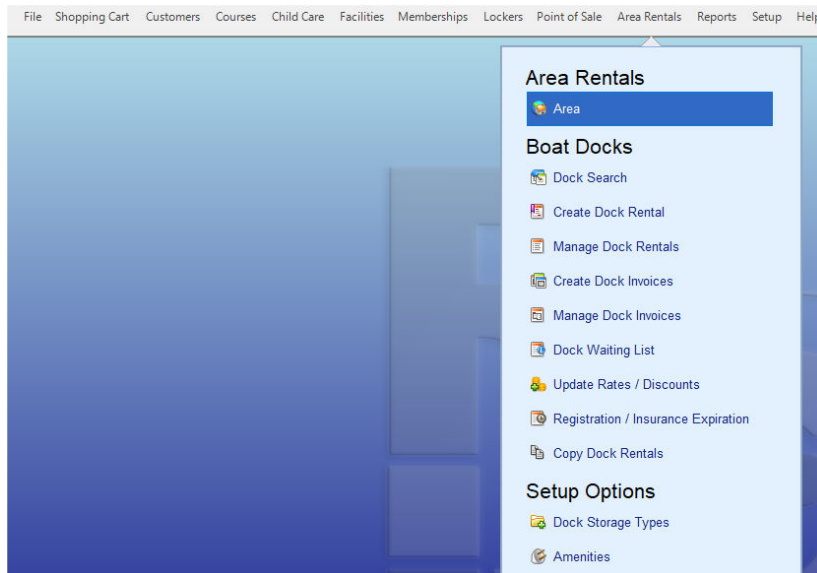


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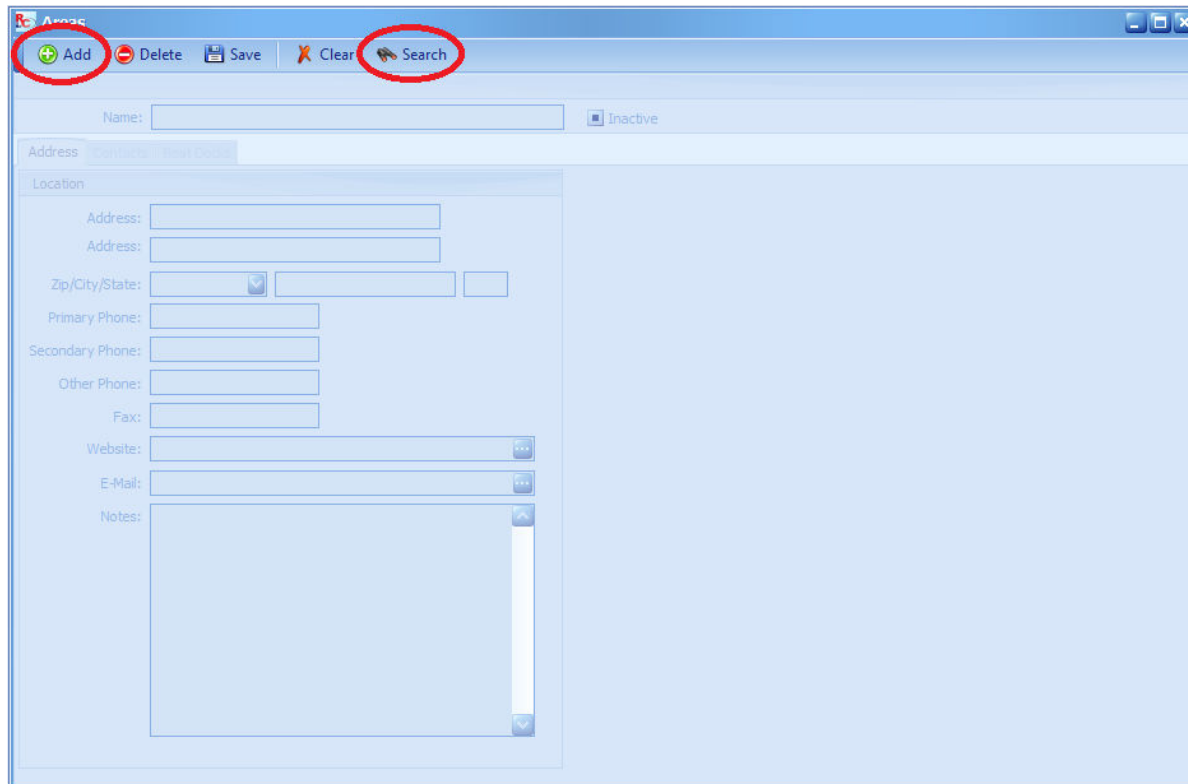
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Area Rentals Module

From the main menu, select **Area Rentals > Area**



The **Areas** screen will display; select the **Add** button which enables the screen so that a new area can be added to the database or select the **Search** button to locate a record.

A screenshot of the 'Areas' screen in the ReCPro software. The window title is 'ReCPro Areas'. At the top, there is a toolbar with buttons: Add (circled in red), Delete, Save, Clear, and Search (circled in red). Below the toolbar, there is a 'Name:' text box and an 'Inactive' checkbox. A tabbed interface shows 'Address', 'Certificates', and 'Boat Docks' tabs, with 'Address' currently selected. The 'Location' section contains several input fields: two 'Address:' fields, a 'Zip/City/State:' field with a dropdown arrow, 'Primary Phone:', 'Secondary Phone:', 'Other Phone:', 'Fax:', 'Website:', 'E-Mail:', and a 'Notes:' text area with a scroll bar. The right side of the screen is a large, empty light blue area.



Areas Information

Type the boat dock or marina in the **Name** field. Add the **Address** and **Zip Code** which are required fields. **ReCPro™** will automatically populate the **City** and **State** fields. Optional fields are **Primary Phone**, **Secondary Phone**, **Other**, **Fax**, **Website**, **Email** and **Notes**.

The screenshot shows the 'Areas' form in the ReCPro software. The form is titled 'Areas' and has tabs for 'Address', 'Contacts', and 'Boat Docks'. The 'Address' tab is selected. The form contains the following fields:

- Name: ReCPro Marina
- Inactive: ☐
- Address: 35807 Moravian Drive
- Zip/City/State: 48035 Clinton Township MI
- Primary Phone: (586) 469-4200
- Secondary Phone:
- Other Phone:
- Fax:
- Website: http://recprosoftware.com
- E-Mail: sales@recprosoftware.com
- Notes:

A map is displayed on the right side of the form, showing the location of 'RC Systems Inc - ReCPro Software'.

Contacts Tab

Type the **Contact Name**, **Title**, **Primary Phone**, **Secondary Phone**, **Other Phone** (if applicable), **Fax** and check the box if this is the **Primary** contact. Add the **E-Mail** address and **Notes**.

The screenshot shows the 'Areas' form in the ReCPro software, with the 'Contacts' tab selected. The form displays a table of contacts for 'ReCPro Marina'.

Contact Name	Title	Primary Phone	Secondary Phone	Other Phone	Fax	Primary Contact	EMail	Notes
Click here to add a new contact								
Chris Andrews	President	(586) 469-4200				<input checked="" type="checkbox"/>	candrews@recprosoftw...	
Dale Geiger	Vice President / Sales	(586) 469-4200				<input type="checkbox"/>	dgeiger@recprosoftwar...	



Boat Docks Tab

Load all boat dock **Descriptions**, select **Storage Type**. The **Length**, **Width** and **Depth** will map over from the **Dock Storage Type** setup.

Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
Click here to add a new boat dock						
+ Dock 010-a	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-A	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
Rates						
Rate Type		Resident Amount		Non-Resident Amount		
+ Daily Weekday				\$5.00		
+ Daily Weekend				\$5.00		
+ Monthly				\$20.00		
+ Weekly				\$10.00		
+ Yearly				\$100.00		
+ Dock 050-C	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-D	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-E	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 060-A	060	60.00	30.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 060-B	060	60.00	30.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 060-C	060	60.00	30.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 060-D	060	60.00	30.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 060-E	060	60.00	30.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>

Utilize the **Inactive** check box only when a boat dock has truly been made inactive and no longer in use. Utilize the **Temporary Inactive** check box if the boat dock is under construction or temporarily not being used.

Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
Click here to add a new boat dock						
+ Dock 010-a	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-A	050	50.00	25.00	5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Dock 050-B	050	50.00	25.00	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-C	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-D	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-E	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>



Rates Tab

The **Rates** table maps over from the **Set Rates and Discounts** setup; however, each dock rate can be edited to a different amount.

Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
Dock 010-a	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
Dock 050-A	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

Rate Type	Resident Amount	Non-Resident Amount
Daily Weekday	\$5.00	\$5.00
Daily Weekend	\$5.00	\$5.00
Monthly	\$20.00	\$20.00
Weekly	\$10.00	\$10.00
Yearly	\$100.00	\$100.00

Discounts Tab

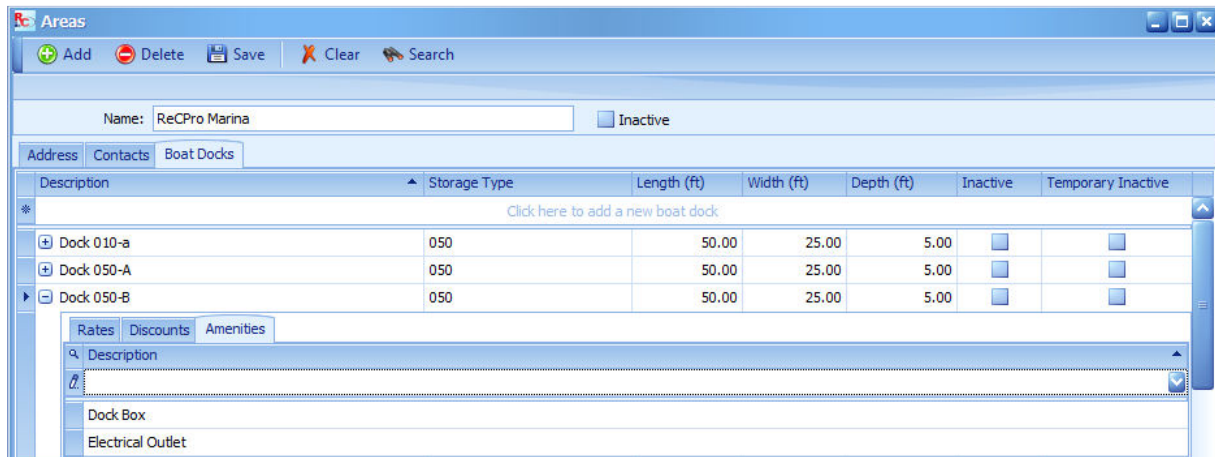
The **Discounts** table maps over from the **Dock Storage Type** setup; however each discount rate can be edited to a different amount as well as the calculation type (percentage or flat rate).

Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
Dock 010-a	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
Dock 050-A	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

Discount Type	Resident Amount	Non-Resident Amount	Calculation Type
Financial Assistance	0.00%	0.00%	Percentage
Member	0.00%	0.00%	Percentage
Multi Child	0.00%	0.00%	Percentage
Online	0.00%	0.00%	Percentage
Senior	10.00%	10.00%	Percentage
Staff	0.00%	0.00%	Percentage

Amenities

Select amenities from the drop down menu for each boat dock description as applicable.



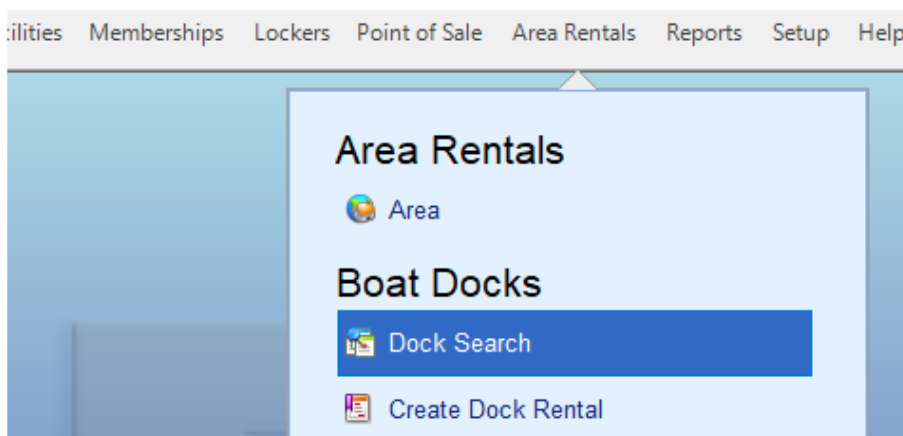
The screenshot shows the 'Areas' window with the 'Boat Docks' tab selected. The window has a toolbar with 'Add', 'Delete', 'Save', 'Clear', and 'Search' buttons. Below the toolbar, there is a 'Name' field containing 'ReCPro Marina' and an 'Inactive' checkbox. The main area contains a table with the following columns: Description, Storage Type, Length (ft), Width (ft), Depth (ft), Inactive, and Temporary Inactive. The table lists three docks: 'Dock 010-a', 'Dock 050-A', and 'Dock 050-B'. Below the table, there is a section for 'Amenities' with a search bar and a list of amenities including 'Dock Box' and 'Electrical Outlet'.

Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
* Click here to add a new boat dock						
+ Dock 010-a	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-A	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
+ Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is a section for 'Amenities' with a search bar and a list of amenities including 'Dock Box' and 'Electrical Outlet'.

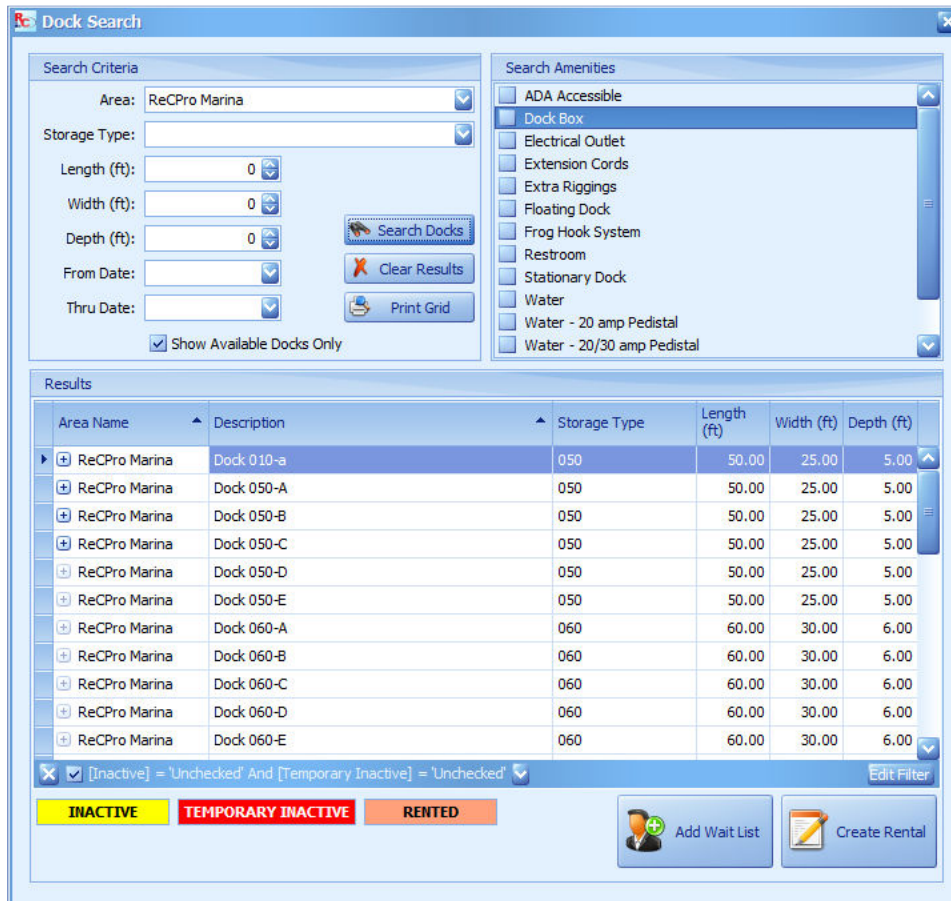
Dock Search

From the main menu, go to **Area Rentals > Docks > Dock Search** (alternatively, user may begin with **Create Dock Rental screen**)

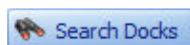


Dock Search screen displays; select the **Search Criteria** filters – **Area, Storage Type, Length, Width, Depth (in feet), From Date, Thru Date** and **Amenities**.

Note: Fewer filters selected will give more search results.



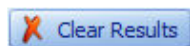
Area Name	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)
ReCPro Marina	Dock 010-a	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-A	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-C	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-D	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-E	050	50.00	25.00	5.00
ReCPro Marina	Dock 060-A	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-B	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-C	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-D	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-E	060	60.00	30.00	6.00



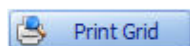
Click **Search Docks** button after entering **Search Criteria**



Click **+** to view the **Rates** and **Discounts** table already setup under the **Dock Storage Type**.



Click **Clear Results** to **clear** the screen



Click **Print Grid** to print the **Results**



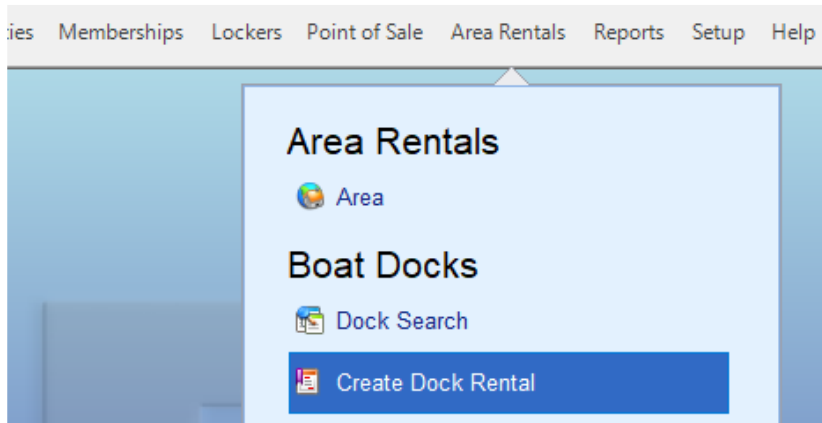
Click **Add Wait List** button to open the **Add Dock Waiting List Entry** screen



Click **Create Rental** button to open **Create Dock Rental** screen

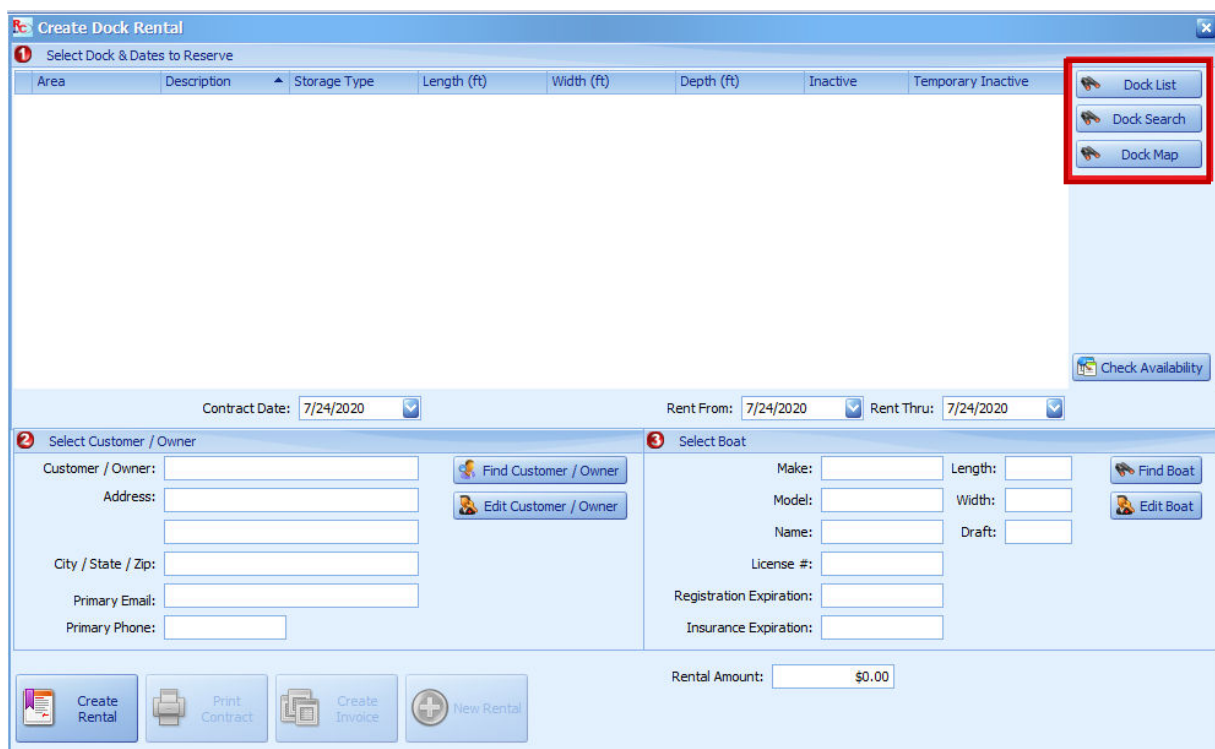
Create Dock Rental

From the main menu, go to **Area Rentals > Docks > Create Dock Rental** (alternatively, user may begin with **Dock Search** screen)




Section 1: Select Dock & Dates to Reserve

Create Dock Rental screen displays; there are 3 different ways to **Select Dock & Dates to Reserve**. User can click **Dock List** button, **Dock Search** button or **Dock Map** button (currently unavailable).



The screenshot shows the 'Create Dock Rental' window. The top section is titled '1 Select Dock & Dates to Reserve'. It features a table with columns: 'Area', 'Description', 'Storage Type', 'Length (ft)', 'Width (ft)', 'Depth (ft)', 'Inactive', and 'Temporary Inactive'. To the right of the table are three buttons: 'Dock List', 'Dock Search', and 'Dock Map', which are highlighted with a red rectangle. Below the table is a 'Check Availability' button. The middle section is titled '2 Select Customer / Owner' and contains fields for 'Customer / Owner', 'Address', 'City / State / Zip', 'Primary Email', and 'Primary Phone', along with 'Find Customer / Owner' and 'Edit Customer / Owner' buttons. The right section is titled '3 Select Boat' and contains fields for 'Make', 'Length', 'Model', 'Width', 'Name', 'Draft', 'License #', 'Registration Expiration', and 'Insurance Expiration', along with 'Find Boat' and 'Edit Boat' buttons. At the bottom, there are buttons for 'Create Rental', 'Print Contract', 'Create Invoice', and 'New Rental', along with a 'Rental Amount' field showing '\$0.00'.

Click  button to open **Dock Lookup** screen



Area	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)
Lake Front Park	L102	Large Well	60.00	30.00	5.00
Lake Front Park	S100	Small Well	25.00	20.00	3.00
Metropolitan Beach	01	Small Well	25.00	20.00	3.00
Metropolitan Beach	02	Small Well	25.00	20.00	3.00
Metropolitan Beach	03	Small Well	25.00	20.00	3.00
Metropolitan Beach	04	Small Well	25.00	20.00	3.00
ReCPro Marina	Dock 010-a	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-A	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-C	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-D	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-E	050	50.00	25.00	5.00
ReCPro Marina	Dock 060-A	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-B	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-C	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-D	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-E	060	60.00	30.00	6.00
ReCPro Marina	Dock 080-A	080	80.00	40.00	8.00
ReCPro Marina	Dock 080-B	080	80.00	40.00	8.00

☒ [TempInactive] = 'False' Edit Filter

TEMPORARY INACTIVE

OK Cancel

Click button to review **Amenities** available for the boat dock selected. Click **OK** button to load data into **Select Dock & Dates to Reserve** grid or click **Cancel** button to discard any selection made.

Create Dock Rental

1 Select Dock & Dates to Reserve

Area	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

2 Select Customer / Owner

Customer / Owner: Find Customer / Owner

Address: Edit Customer / Owner

City / State / Zip:

Primary Email:

Primary Phone:

3 Select Boat

Make: Length: Find Boat

Model: Width: Edit Boat

Name: Draft:

License #:

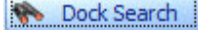
Registration Expiration:

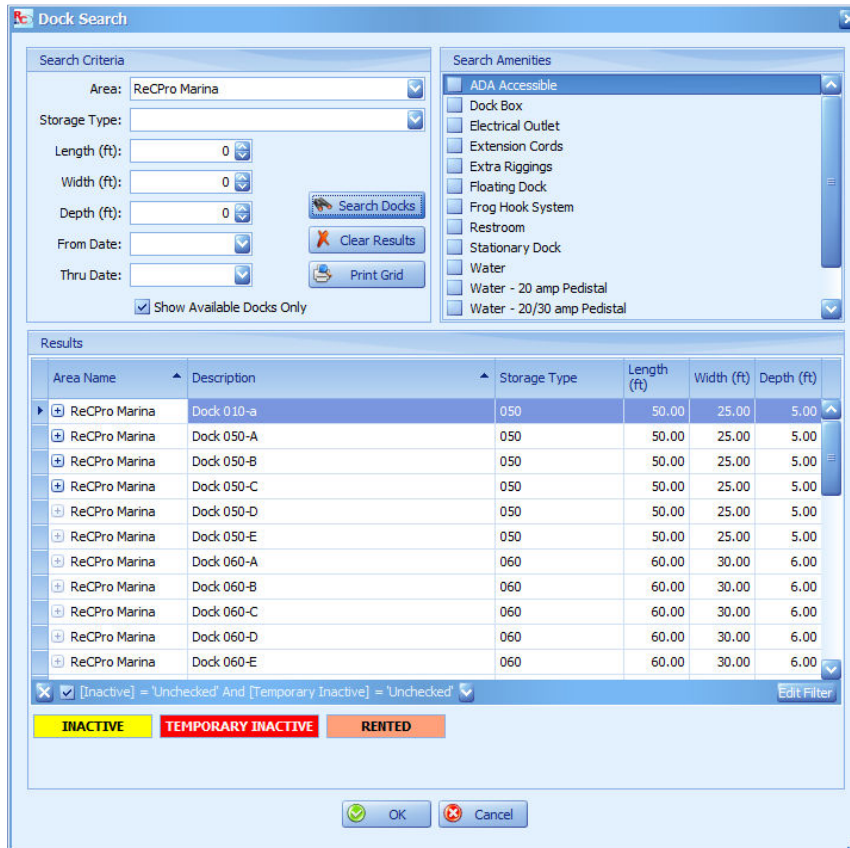
Insurance Expiration:

Rental Amount: \$0.00

Create Rental Print Contract Create Invoice New Rental

Selected boat dock displays in the **Select Dock & Dates to Reserve** field.

Alternatively, user can click  button in order to find available dock



Dock Search

Search Criteria

Area: ReCPro Marina

Storage Type:

Length (ft): 0

Width (ft): 0

Depth (ft): 0

From Date:

Thru Date:

☒ Show Available Docks Only

Search Amenities

- ☒ ADA Accessible
- ☐ Dock Box
- ☐ Electrical Outlet
- ☐ Extension Cords
- ☐ Extra Riggings
- ☐ Floating Dock
- ☐ Frog Hook System
- ☐ Restroom
- ☐ Stationary Dock
- ☐ Water
- ☐ Water - 20 amp Pedestal
- ☐ Water - 20/30 amp Pedestal


Results

Area Name	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)
ReCPro Marina	Dock 010-a	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-A	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-C	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-D	050	50.00	25.00	5.00
ReCPro Marina	Dock 050-E	050	50.00	25.00	5.00
ReCPro Marina	Dock 060-A	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-B	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-C	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-D	060	60.00	30.00	6.00
ReCPro Marina	Dock 060-E	060	60.00	30.00	6.00

☒ [Inactive] = 'Unchecked' And [Temporary Inactive] = 'Unchecked'

INACTIVE **TEMPORARY INACTIVE** **RENTED**

OK Cancel

Click  to view **Rates, Discounts and Amenities**. After selecting the boat dock, click **OK** button.



Create Dock Rental

Select Dock & Dates to Reserve

Area	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

Rates **Discounts** **Amenities**

Rate Type	Resident Amount	Non-Resident Amount
Daily Weekday		\$5.00
Daily Weekend		\$5.00
Monthly		\$20.00
Weekly		\$10.00
Yearly		\$100.00

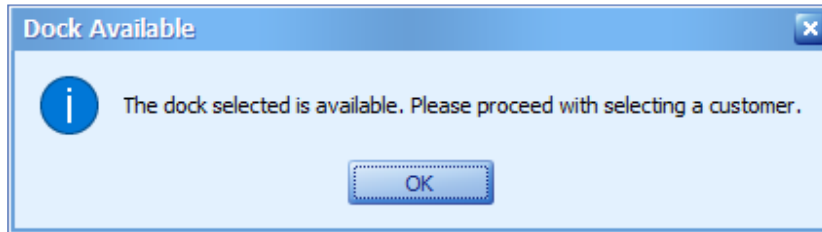
Contract Date: 7/24/2020

Rent From: 7/31/2020 Rent Thru: 8/3/2020

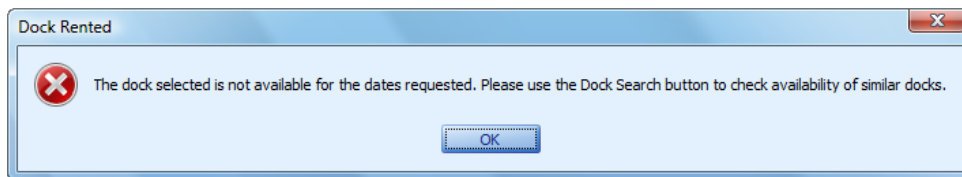
Check Availability

Selected boat dock displays in the **Select Dock & Dates to Reserve** field.

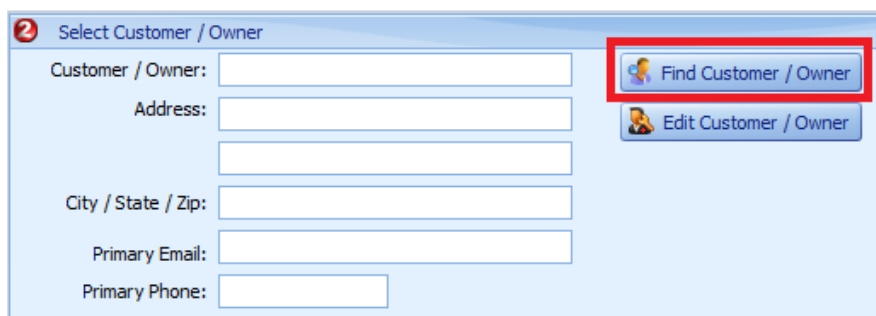
Contract Date defaults to today's date; select the **Rent From** date and **Rent Thru** date then click the **Check Availability** button.



If the dock is not available, user will see the following message.

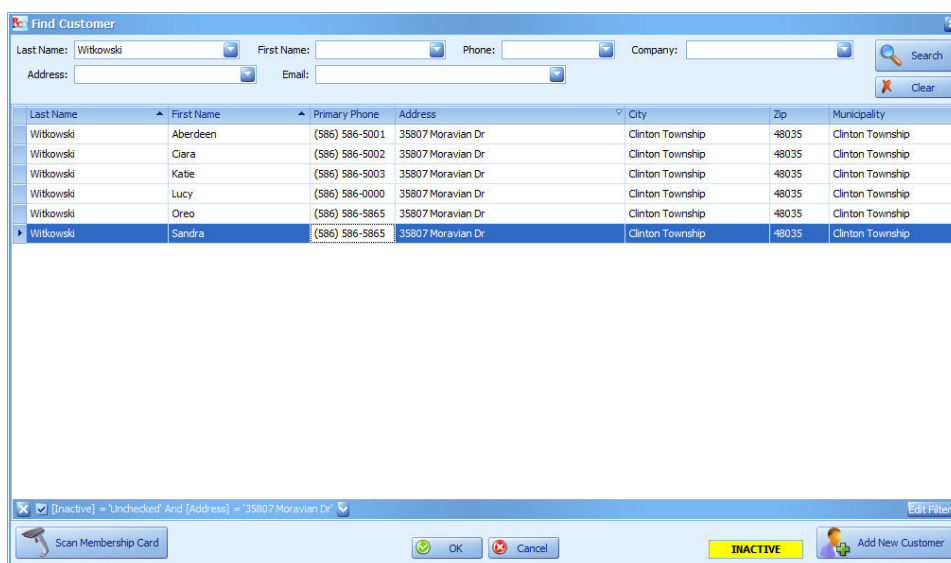


Section 2: Select Customer / Owner



A form titled "2 Select Customer / Owner" with a blue header. It contains several input fields for customer information: "Customer / Owner:", "Address:", "City / State / Zip:", "Primary Email:", and "Primary Phone:". To the right of the form are two buttons: "Find Customer / Owner" (highlighted with a red box) and "Edit Customer / Owner".

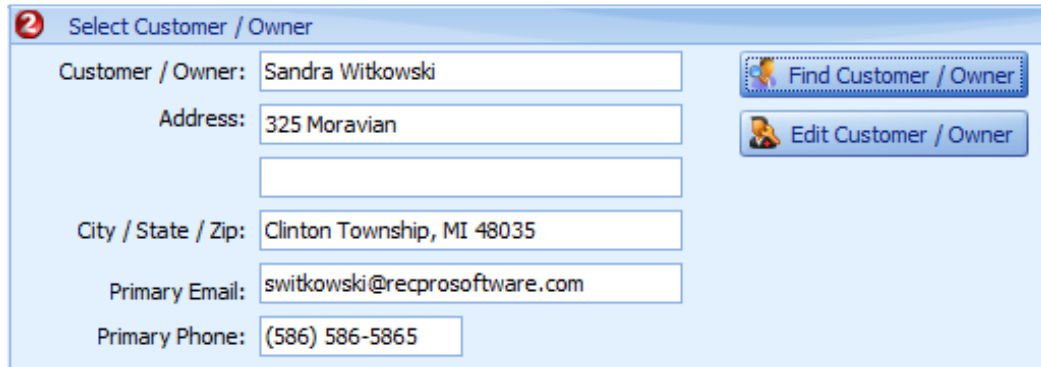
Click **Find Customer / Owner** button. **Find Customer** screen displays; select customer or click **Add New** in the event the customer is not in the database.



A screen titled "Find Customer" with a blue header and a close button (X) in the top right corner. It features search filters for "Last Name", "First Name", "Phone", "Company", "Address", and "Email". Below the filters is a table with columns: "Last Name", "First Name", "Primary Phone", "Address", "City", "Zip", and "Municipality". The table contains six rows of customer data. At the bottom, there is a filter bar with a search icon, a "Scan Membership Card" button, "OK" and "Cancel" buttons, an "INACTIVE" button, and an "Add New Customer" button.

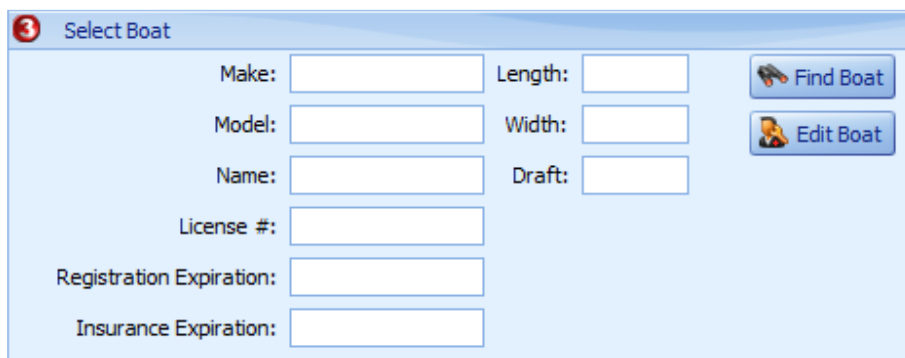
Last Name	First Name	Primary Phone	Address	City	Zip	Municipality
Witkowski	Aberdeen	(586) 586-5001	35807 Moravian Dr	Clinton Township	48035	Clinton Township
Witkowski	Clara	(586) 586-5002	35807 Moravian Dr	Clinton Township	48035	Clinton Township
Witkowski	Katie	(586) 586-5003	35807 Moravian Dr	Clinton Township	48035	Clinton Township
Witkowski	Lucy	(586) 586-0000	35807 Moravian Dr	Clinton Township	48035	Clinton Township
Witkowski	Oreo	(586) 586-5865	35807 Moravian Dr	Clinton Township	48035	Clinton Township
Witkowski	Sandra	(586) 586-5865	35807 Moravian Dr	Clinton Township	48035	Clinton Township

Client information will load in the appropriate fields.




Once the customer information is populated, user may click **Edit Customer** button to make changes to customer record in the event the data needs to be updated.

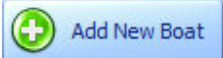
Section 3: Select Boat

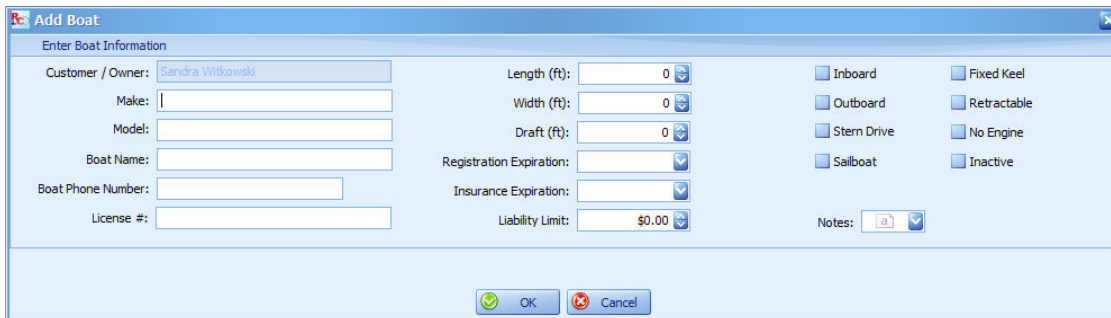


Click **Find Boat** button

Make	Model	Boat Name	License #	Length (ft)	Width (ft)	Draft (ft)	Reg Expire	Ins Expire
Boat People	AK4000	Yachtski	M-299	50.00	10.00	5.00	12/30/2019	12/30/2019
KT Boat				0.00	0.00	0.00		
New Boat				0.00	0.00	0.00		
Ocean Ready	Sailing	Holidaze	M-10293845C	9.00	4.00	2.00	1/2/2017	1/2/2017
Sea Ray	MK-1	Killing Time		45.00	10.00	5.00		
Sunmakers	A45	Speedy	M123456	9.00	4.00	2.00	12/31/2014	12/31/2014

Find Boat screen displays; select the boat for the rental being created. Click **OK** button.

Or click  button to add a **New Boat** to the customer's record.



Add Boat

Enter Boat Information

Customer / Owner: Sandra Witkowski

Make:

Model:

Boat Name:

Boat Phone Number:

License #:

Length (ft):

Width (ft):

Draft (ft):

Registration Expiration:

Insurance Expiration:

Liability Limit:

☐ Inboard ☐ Fixed Keel

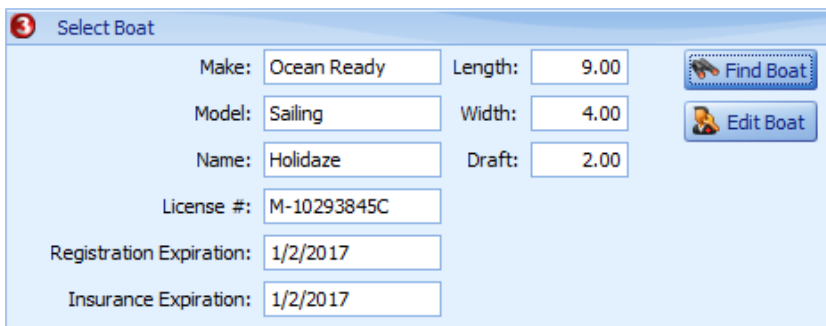
☐ Outboard ☐ Retractable

☐ Stern Drive ☐ No Engine

☐ Sailboat ☐ Inactive

Notes:

"Make" is the only required field in order to save the record. Add applicable text in each field and check any box applicable to the boat description.



Select Boat

Make: Ocean Ready Length: 9.00

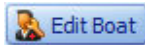
Model: Sailing Width: 4.00

Name: Holidayze Draft: 2.00

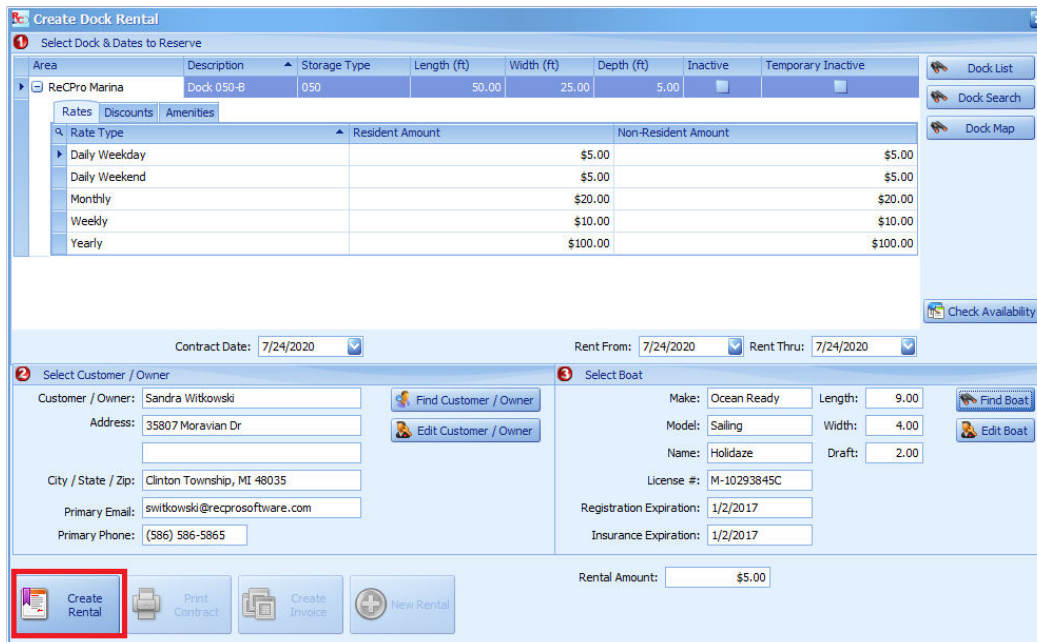
License #: M-10293845C

Registration Expiration: 1/2/2017

Insurance Expiration: 1/2/2017



Once the boat information is populated, user may click **Edit Boat** button to make changes to customer's boat record in the event the data needs to be updated.



Create Dock Rental

Select Dock & Dates to Reserve

Area	Description	Storage Type	Length (ft)	Width (ft)	Depth (ft)	Inactive	Temporary Inactive
ReCPro Marina	Dock 050-B	050	50.00	25.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>

Rates Discounts Amenities

Rate Type	Resident Amount	Non-Resident Amount
Daily Weekday		\$5.00
Daily Weekend		\$5.00
Monthly		\$20.00
Weekly		\$10.00
Yearly		\$100.00

Contract Date: 7/24/2020 Rent From: 7/24/2020 Rent Thru: 7/24/2020

Select Customer / Owner

Customer / Owner: Sandra Witkowski

Address: 35807 Moravian Dr

City / State / Zip: Clinton Township, MI 48035

Primary Email: switkowski@recprosoftware.com

Primary Phone: (586) 586-5865

Select Boat

Make: Ocean Ready Length: 9.00

Model: Sailing Width: 4.00

Name: Holidayze Draft: 2.00

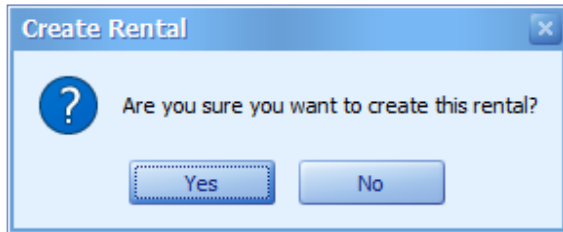
License #: M-10293845C

Registration Expiration: 1/2/2017

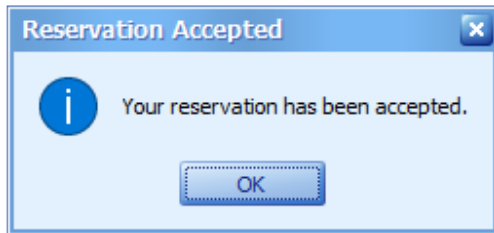
Insurance Expiration: 1/2/2017

Rental Amount: \$5.00

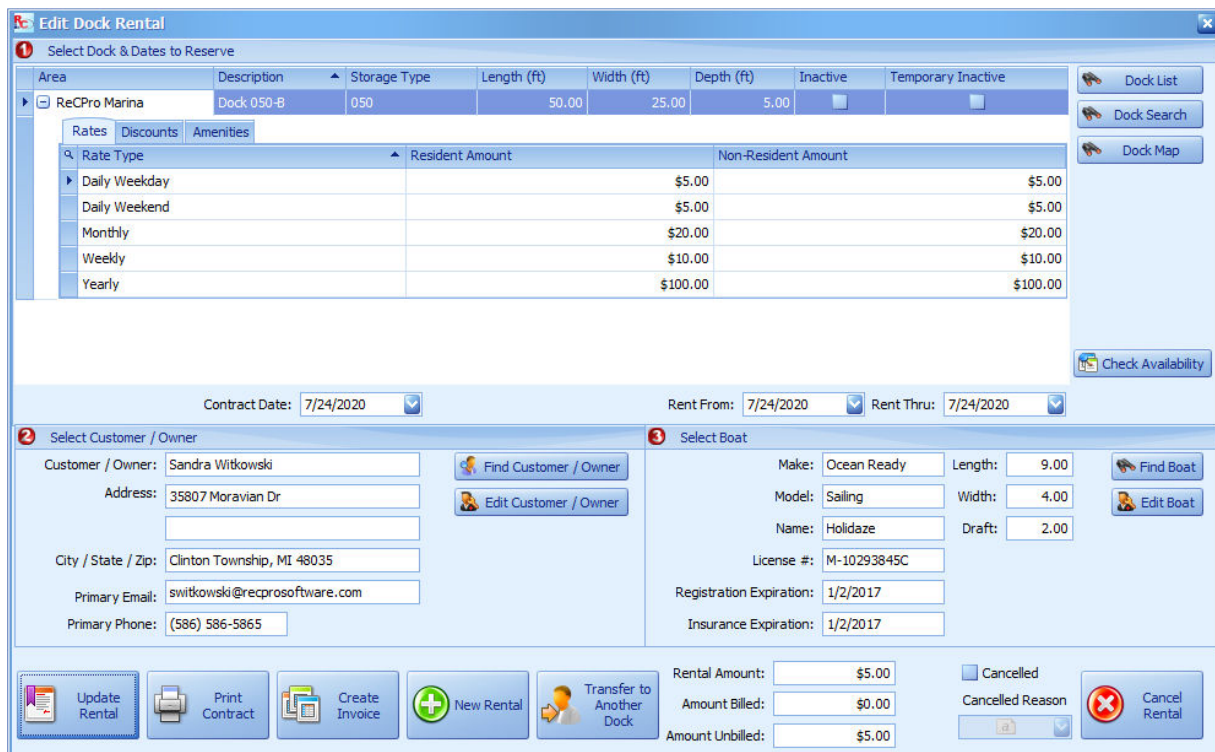
After all 3 sections are completed, click **Create Rental** button.



Create Rental validation screen displays *"are you sure you want to create this rental?"* click **Yes** to continue or click **No** to stop.



Selecting **yes**, validation message displays *"your reservation has been accepted."*



The "Edit Dock Rental" screen is divided into several sections. At the top, it says "Select Dock & Dates to Reserve". Below this is a table with columns: Area, Description, Storage Type, Length (ft), Width (ft), Depth (ft), Inactive, and Temporary Inactive. The first row shows "ReCPro Marina", "Dock 050-8", "050", "50.00", "25.00", "5.00", and checkboxes for "Inactive" and "Temporary Inactive". To the right of this table are buttons: "Dock List", "Dock Search", and "Dock Map". Below the table is a "Rates" section with tabs for "Rates", "Discounts", and "Amenities". The "Rates" tab is active, showing a table with columns: Rate Type, Resident Amount, and Non-Resident Amount. The rows are: Daily Weekday (\$5.00), Daily Weekend (\$5.00), Monthly (\$20.00), Weekly (\$10.00), and Yearly (\$100.00). Below the rates table is a "Check Availability" button. In the middle, there are date pickers for "Contract Date" (7/24/2020), "Rent From" (7/24/2020), and "Rent Thru" (7/24/2020). Below these are two sections: "Select Customer / Owner" and "Select Boat". The "Select Customer / Owner" section has fields for Customer / Owner (Sandra Witkowski), Address (35807 Moravian Dr), City / State / Zip (Clinton Township, MI 48035), Primary Email (switkowski@recprosoftware.com), and Primary Phone ((586) 586-5865). There are buttons for "Find Customer / Owner" and "Edit Customer / Owner". The "Select Boat" section has fields for Make (Ocean Ready), Length (9.00), Model (Sailing), Width (4.00), Name (Holidaze), Draft (2.00), License # (M-10293845C), Registration Expiration (1/2/2017), and Insurance Expiration (1/2/2017). There are buttons for "Find Boat" and "Edit Boat". At the bottom, there are buttons for "Update Rental", "Print Contract", "Create Invoice", "New Rental", and "Transfer to Another Dock". On the right, there are fields for "Rental Amount" (\$5.00), "Amount Billed" (\$0.00), and "Amount Unbilled" (\$5.00). There is a "Cancelled" checkbox, a "Cancelled Reason" field, and a "Cancel Rental" button.

After reservation has been accepted, several options become available. The user can **Update Rental** if a change is made to the reservation; **Print Contract** and **Create Invoice** or wait to do multiple invoices at a later time by going to **Area Rentals > Docks > Dock Rentals**.


Notice the fields display the **Rental Amount**, **Amount Billed** and **Amount Unbilled**.

User can continue with a **New Rental** or **Cancel Rental** that is currently displayed by checking box **Cancelled**, entering a **Cancelled Reason** then click **Cancel Rental** button.

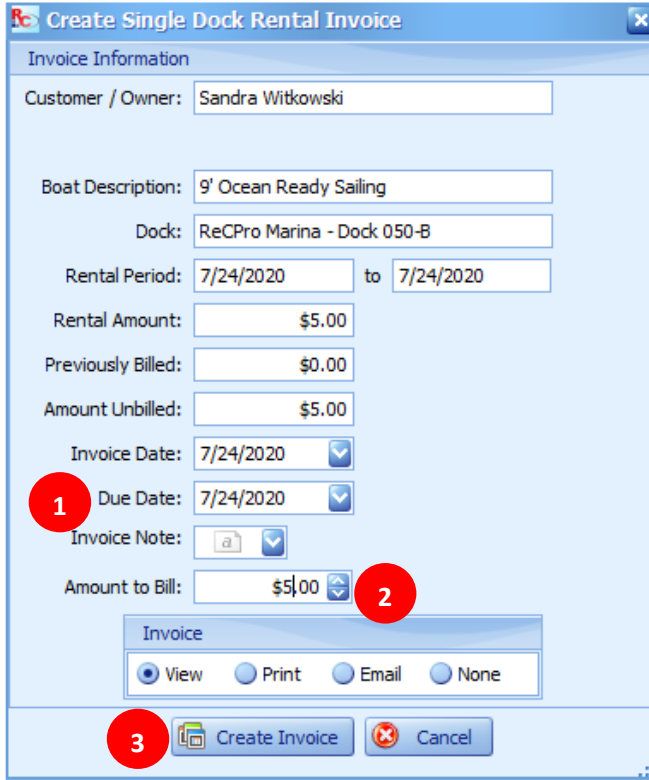


Click **Print Contract** button and choose between **Preview**, **Print** or **Email** the contract.

Example of Dock Rental Contract

 <div>R.C. Systems, Inc. 35807 Moravian Dr. Clinton Township, MI 48035 Ph: (586) 469-4200 Fax: (586) 469-4867</div>		<table border="1"><thead><tr><th colspan="2">Dock Rental Contract</th></tr></thead><tbody><tr><td>Contract #:</td><td>20-00007 -</td></tr><tr><td>Dock #:</td><td>ReCPro Marina - Dock 050-B</td></tr><tr><td>Storage Type:</td><td>050</td></tr><tr><td>Rented From:</td><td>07/24/2020 Thru: 07/24/2020</td></tr><tr><td>Rental Amount:</td><td>\$5.00</td></tr></tbody></table>	Dock Rental Contract		Contract #:	20-00007 -	Dock #:	ReCPro Marina - Dock 050-B	Storage Type:	050	Rented From:	07/24/2020 Thru: 07/24/2020	Rental Amount:	\$5.00														
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Create Invoice - Click **Create Invoice** button



Create Single Dock Rental Invoice

Invoice Information

Customer / Owner: Sandra Witkowski

Boat Description: 9' Ocean Ready Sailing

Dock: ReCPro Marina - Dock 050-B

Rental Period: 7/24/2020 to 7/24/2020

Rental Amount: \$5.00

Previously Billed: \$0.00

Amount Unbilled: \$5.00

Invoice Date: 7/24/2020



1 Due Date: 7/24/2020

Invoice Note: [a]

Amount to Bill: \$5.00 2

Invoice

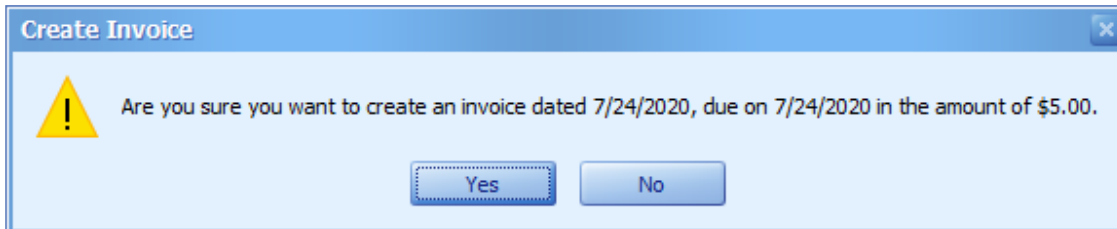
☒ View ☐ Print ☐ Email ☐ None

3  Create Invoice  Cancel

Create Single Dock Rental Invoice screen displays; user should review the information and if necessary, change the

1. **Invoice Date** and **Due Date** default to today which can be changed. Type any **Invoice Notes**.
2. Enter the **Amount to Bill**.
3. Click **Create Invoice** button.

Validation screen will display, click **yes** to continue or **no** to cancel back to the previous screen.




Create Invoice

! Are you sure you want to create an invoice dated 7/24/2020, due on 7/24/2020 in the amount of \$5.00.

Yes No

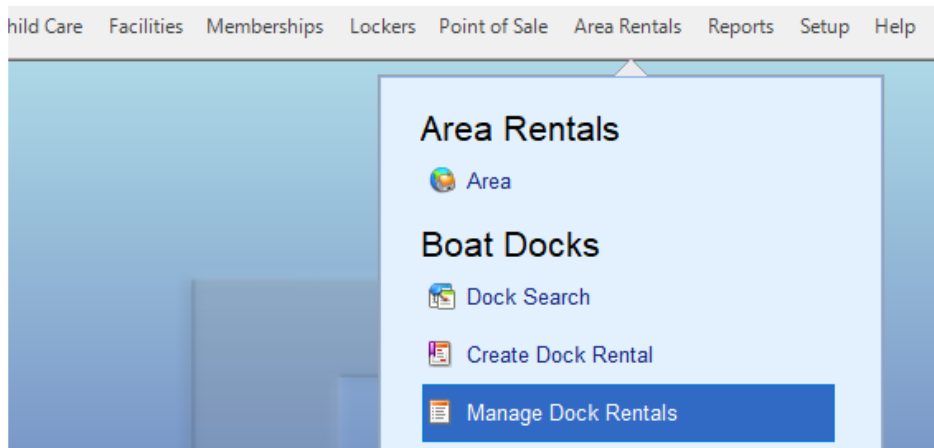
**Example of Dock Rental Invoice**

 <p>R.C. Systems, Inc. 35807 Moravian Dr. Clinton Township, MI 48035 Ph: (586) 469-4200 Fax: (586) 469-4867</p>		<table border="1"><thead><tr><th colspan="4">Dock Rental Invoice</th></tr></thead><tbody><tr><td>Invoice #:</td><td>238</td><td>Contract #:</td><td>20-00007</td></tr><tr><td>Invoice Date:</td><td colspan="3">07/24/2020</td></tr><tr><td>Payment Due:</td><td colspan="3">07/24/2020</td></tr><tr><td>Dock #:</td><td colspan="3">ReCPro Marina - Dock 050-B</td></tr><tr><td>Storage Type:</td><td colspan="3">050</td></tr><tr><td>Rented From:</td><td>07/24/2020</td><td>Thru:</td><td>07/24/2020</td></tr><tr><td>Rental Amount:</td><td colspan="3">\$5.00</td></tr></tbody></table>		Dock Rental Invoice				Invoice #:	238	Contract #:	20-00007	Invoice Date:	07/24/2020			Payment Due:	07/24/2020			Dock #:	ReCPro Marina - Dock 050-B			Storage Type:	050			Rented From:	07/24/2020	Thru:	07/24/2020	Rental Amount:	\$5.00		
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Manage Dock Rentals

From the main menu, go to **Area Rentals > Boat Docks > Dock Rentals**



Boat Dock Rentals screen displays; select the required fields: **Area**, **Rented From** and **Rented Thru** dates, click **Refresh** button. Select more filters such as **Storage Type** to refine the search. Isolate by the check boxes: **Only Rentals with Amount Unbilled** (user has not create an invoice for either a portion or the entire rental) or **Only Rentals with Balance Due**.

The screenshot shows the 'Manage Dock Rentals' screen with the following filters and table:

Area: ReCPro Marina Rented From: 6/1/2020 Rented Thru: 8/31/2020
Storage Type: Customer / Owner: [dropdown]
Include Canceled Rentals Only Rentals With Balance Due Only Rentals with Amount Unbilled
Refresh Save Filters Select All Print Grid

Shift-Click or Ctrl-Click to Select Multiple

Dock	Storage Type	Customer / Owner	Boat Description	License #	Rented From	Rented Thru	Rental Amount	Amount Billed	Paid to Date	Balance Due
Dock 050-B	050	Witkowski, Sandra	9' Ocean Ready Sailing	M-10293...	7/24/2020	7/24/2020	\$5.00	\$5.00	\$5.00	\$0.00

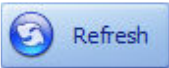
\$5.00 \$5.00 \$0.00

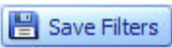
[X] [Canceled] <> 'Checked' Edit Filter

Canceled

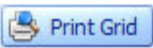
Options View Customer Email Customer Address Labels Edit Rental Create Invoice Apply Payment Transfer to Another

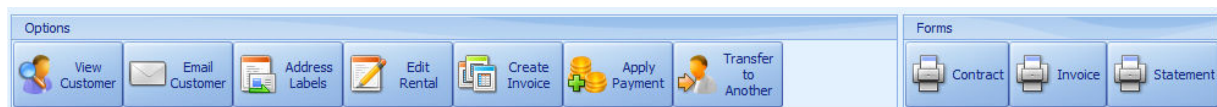
Forms Contract Invoice Statement

Click  button when selecting new filters

Click  to keep customized filter settings

Click  to highlight all records

Click  to capture data to print



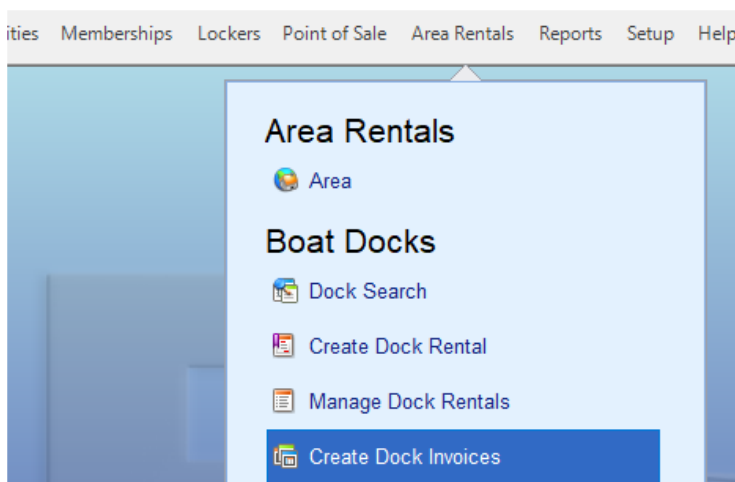
Options:

- **View Customer** -- review or edit customer record
- **Email Customer** -- generate a single email or use the “select all” button first to send emails to multiple customers. This will be a blind copy email.
- **Address Labels** -- generate single address label or use the “select all” button first to create a label for multiple customers.
- **Edit Rental** -- make changes to selected rental.
- **Create Invoice** -- create invoice
- **Apply Payment** – this will launch the **Shopping Cart** screen to apply payment in checkout.
- **Transfer to Another** – Transfer boat dock rental to another dock available for rent.

Forms: select the **Contract**, **Invoice** or **Statement**

Create Dock Invoices

From the main menu, go to **Area Rentals > Boat Docks > Create Dock Invoices**





Create Dock Rental Invoice screen displays. Select Refresh button without any filters selected and all Boat Dock Rentals will display that have an outstanding balance.

Create Dock Invoices

Filter Information

Area: Bay Avenue Marina Rented From: Refresh

Storage Types: Rented Thru: Select All

Print Grid

Invoice Information

Invoice Date: 7/24/2020 Percentage Flat Rate Refresh

Due Date: 0.00%

Invoice Note: Invoice Additional Charges

Ctrl + Click to Select Multiple Entries

Area	Dock	Customer / Owner Name	Boat Description	Rented From	Rented Thru	Rental Amount	Previously Billed	Remaining to Bill	To Bill Today	Ac Ch
Bay Avenue Marina	001	hall, Robert	26' Formula Speed	7/1/2019	7/5/2019	\$375.00	\$0.00	\$375.00	\$0.00	
Bay Avenue Marina	003	hall, Robert	26' Formula Speed	5/1/2019	10/31/2019	\$18,400.00	\$0.00	\$18,400.00	\$0.00	
Bay Avenue Marina	002	hall, Robert	26' Formula Speed	5/1/2019	10/31/2019	\$2,600.00	\$0.00	\$2,600.00	\$0.00	

\$21,375.00 \$0.00 \$21,375.00 \$0.00

View Customer Email Customer Create Invoice(s)

Filter Information

Filter Information

Area: Bay Avenue Marina Rented From: Refresh

Storage Types: Rented Thru: Select All

Print Grid

The more filters used, the narrower the search results will be.

Invoice Information

Invoice Date: 7/24/2020 Percentage Flat Rate Refresh

Due Date: 8/31/2020 100.00%

Invoice Note: Invoice Additional Charges

Invoice Date defaults to today's date; select **Due Date**, create **Invoice Note** if applicable, and select **Percentage** or **Flat Rate** with value; click **Refresh** button. The grid below, isolated by the Filter Information will update the **Amount to Bill Today** column.



Area	Dock	Customer / Owner Name	Boat Description	Rented From	Rented Thru	Rental Amount	Previously Billed	Remaining to Bill	To Bill Today
Bay Avenue Marina	001	hall, Robert	26' Formula Speed	7/1/2019	7/5/2019	\$375.00	\$0.00	\$375.00	\$375.00
Bay Avenue Marina	003	hall, Robert	26' Formula Speed	5/1/2019	10/31/2019	\$18,400.00	\$0.00	\$18,400.00	\$18,400.00
Bay Avenue Marina	002	hall, Robert	26' Formula Speed	5/1/2019	10/31/2019	\$2,600.00	\$0.00	\$2,600.00	\$2,600.00

Notice the **Amount to Bill Today** has changed based on the **Invoice Information** filters.

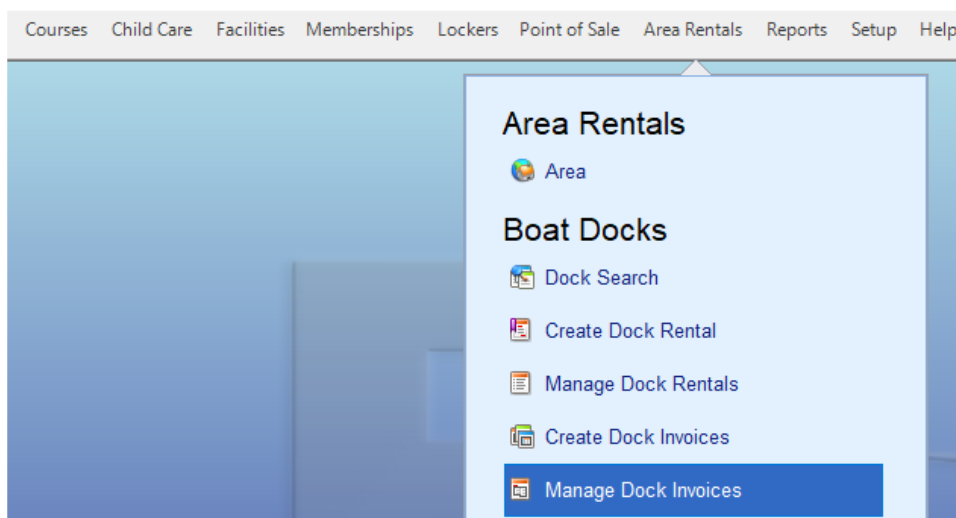


Options:

- **View Customer** – click to open the customer record to review or edit customer information
- **Email Customer** – click to generate a single email or use the “select all” button first to send emails to multiple customers. This will be a blind copy email.
- **Create Invoice(s)** – click to create invoice or use the “select all” button first to generate multiple invoices.

Dock Invoices

From the main menu, go to **Area Rentals > Docks > Dock Invoices**





Boat Dock Invoices screen will display with **Only Show Open Invoices** checked as a default. User may select the various filters: **Area, Customer, From Invoice Date, Thru Invoice Date, From Due Date** and **Thru Due Date**, and click **Refresh** button. Use more filters to refine the search results.

Invoice Date	Due Date	Invoice Number	Invoice Total	Amount Paid	Balance Due	Customer / Owner Name	Primary Phone #	Boat Description	Rented From	Rented Thru	Note
5/7/2020	5/7/2020	236	\$19.00	\$0.00	\$19.00	Geiger, Dale	(586) 469-4200	Speedy boats cruiser	5/7/2020	5/10/2020	[a]
7/9/2020	7/9/2020	237	\$28.50	\$0.00	\$28.50	Leonard, Ben	(734) 765-0869	Jeep Grand	5/7/2020	5/12/2020	[a]

Options:

- **View Customer** – click to open the customer record to review or edit customer information
- **Email Customer** – click to generate a single email or use the “select all” button first to send emails to multiple customers. This will be a blind copy email.
- **Edit Invoice** – click to make changes to the invoice; **Edit Dock Rental Invoice** screen will display (*see next page for details*).
- **Apply Payment** – click to apply payment to invoice or select multiple records for the same customer to apply payment to multiple invoices. **ReCPro™** will automatically open **Shopping Cart** screen to finish the checkout process.
- **Charge Late Fee** – click to add a fixed late fee to the invoice selected. To set up the late fee, from the main menu, go to **Setup > Systems Default > Miscellaneous Fees**. Type the **Description, Price** and **Revenue Account** if applicable.

Forms:

- **Invoice** – click to preview, email or print the **Invoice**
- **Statement** – click to preview, email or print the **Statement**

**Edit Invoice – Details**

Click Edit Invoice button; ‘**Edit Dock Rental Invoice**’ screen displays.

Edit Dock Rental Invoice

Customer / Owner Information

Customer / Owner Name: Dale Geiger

Address: 12345 My Street

My Second Address

City / State / Zip: Mount Clemens, MI 48043

Primary Phone #: (586) 469-42...

Secondary Phone #: (586) 469-44...

Other Phone #: (586) 469-55...

Email: dgeiger@recprosoftware.com

Rental Information

Contract #: Type:

Area: ReCPro Marina

Dock #: Dock 050-A

Storage Type: 050

Boat Description: Speedy boats cruiser

Boat Name: Ship Ahoy

Rented From: 5/7/2020

Rented Thru: 5/10/2020

Rental Amount: \$19.00

Invoice Information

Invoice Number: 236

Invoice Date: 5/7/2020

Due Date: 5/7/2020

Invoice Note: a

Invoice Amount: \$19.00

Late Fee:

Invoice Total: \$19.00

Paid To Date: \$0.00

Balance Due: \$19.00

Update Invoice Delete Invoice Void Invoice Cancel Changes

The only fields that may be changed are: **Invoice Date**, **Due Date**, **Invoice Note**, **Invoice Amount** and **Late Fee**. The remaining fields are view only in this screen. Click **Update Invoice** button to save the changes or click **Cancel Changes** button to discard any selection made.

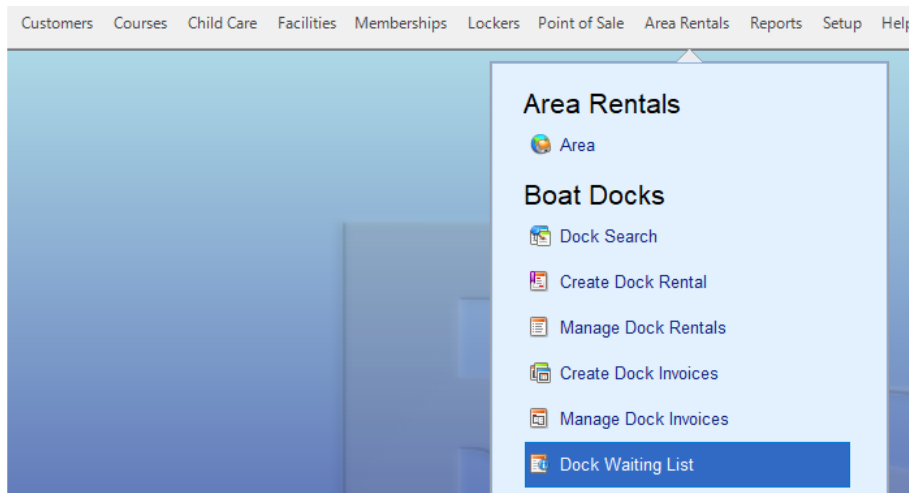
Delete Invoice button removes the invoice as if it never happened. This button becomes unavailable once payment has been applied.

Void Invoice button keeps the original invoice and allows the user to create a new invoice. This button becomes unavailable once payment has been applied.



Dock Waiting List

From the main menu, go to **Area Rentals > Docks > Dock Waiting List**



Dock Waiting List screen displays grouped by **Storage Types**.

#	Date Added	Area	Customer / Owner	Boat Description	Primary Phone	Requested From	Requested Thru	Notes	Waiting List Fee	Amount Paid
Storage Type: 060										
1	4/20/2018 12:00:00...	Lake Front Park	Christopher Andre...	40' Stingray T11	(586) 469-7778	4/20/2018	6/1/2018	a	\$1.00	\$0.00
Storage Type: 1 NEW WELL										
1	4/20/2018 12:00:00...	Lake Front Park	Christopher Andre...	40' Stingray T11	(586) 469-7778	4/20/2018	5/31/2018	a	\$1.00	\$0.00
Storage Type: 100										
1	4/20/2018 12:00:00...	Lake Front Park	Christopher Andre...	40' Stingray T11	(586) 469-7778	4/20/2018	5/31/2018	a	\$1.00	\$0.00
2	10/31/2019 12:00:00...	ReCPro Marina	Alexis Starr	Make Model	(999) 888-7777	11/1/2019	11/30/2019	A	\$1.00	\$1.00
Storage Type: Large Well										
1	5/1/2013 12:00:00 ...	Lake Front Park	Christopher Andre...	Sunseeker	(586) 469-7778	6/2/2016	6/4/2016	a	\$1.00	\$1.00
Storage Type: Small Well										
1	2/17/2015 12:00:00...	Grosse Pointe Pier	Brian Korzynski	42' Sea Ray Sundancer	(586) 469-4200	2/18/2016	2/18/2017	a	\$0.00	\$0.00

Options

View Customer

Email Customer

Address Labels

Add Wait List

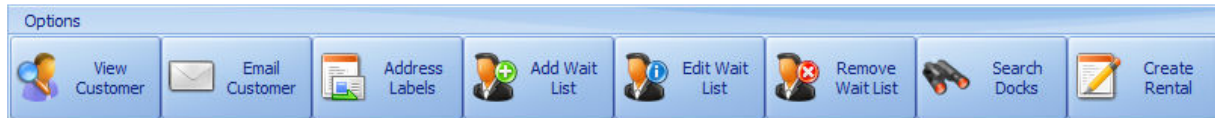
Edit Wait List

Remove Wait List

Search Docks

Create Rental

Click to view customers on the waiting list, rental request dates, fees and payment.

**Options:**

- **View Customer** – click to open the customer record to review or edit customer information
- **Email Customer** – click to generate a single email or use the “select all” button first to send emails to multiple customers. This will be a blind copy email.
- **Address Labels** – click to generate address labels for mailing list.
- **Add Wait List** -- click to add customer to the waiting list; **Add Dock Waiting List Entry** screen will display (*see next section for details*).
- **Edit Wait List** – click to view or change customer’s waiting list information; **Edit Dock Waiting List Entry** screen will display (*see next section for details*).
- **Remove Wait List** – click to remove a customer from the waiting list.
- **Search Docks** – click to open **Dock Search** screen for more boat dock rental options.
- **Create Rental** – click to open **Create Dock Rental** screen. This will also remove the customer from the waiting list.

Add Wait List – Details

Click **Add Wait List** button; ‘**Add Dock Waiting List Entry**’ screen displays.

From the drop down menus select the **Area** and **Storage Type**. **Dock Information** for length, width, depth fields and the **Waiting List Fee** are tied to the **Storage Type** selected so these fields will automatically populate. Select the **Request From** and **Request Thru** dates. Type any **Notes** pertaining to the waiting list. Use the **Find Customer** and **Find Boat** buttons to complete the **Dock Waiting List Entry** screen. Click **OK** button, **ReCPro™** will automatically open **Shopping Cart** to process **Waiting List Fee**.

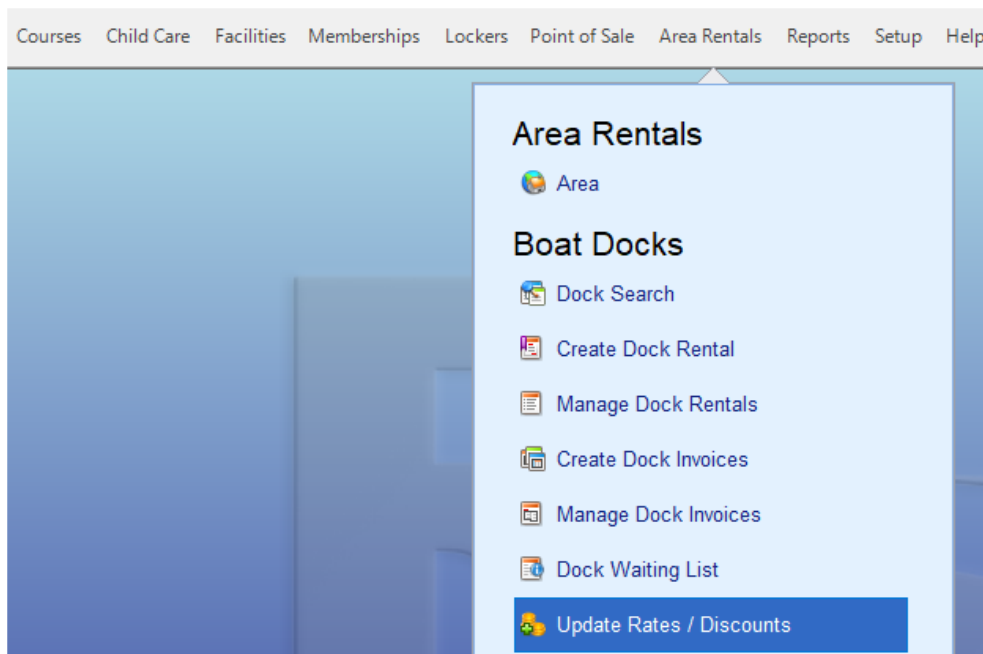


Edit Wait List – Details

Click **Edit Wait List** button; ‘**Edit Dock Waiting List Entry**’ screen displays. Review or change the information as needed. Click **OK** button when finished.

Update Rates and Discounts

From the main menu, go to **Area Rentals > Docks > Update Rates and Discounts**





Set Dock Rates and Discounts screen displays.

Area (Ctrl + Del to Clear Area)
Area: Bay Avenue Marina

Rates

	Resident Amount	Non-Resident Amount
Yearly:	\$1,000.00	\$1,000.00
Monthly:	\$100.00	\$100.00
Weekly:	\$10.00	\$10.00
Daily Weekday:	\$5.00	\$5.00
Daily Weekend:	\$10.00	\$10.00

Discounts (Ctrl + Click to Select Multiple Entries)


Discount Type	Resident Amount	Non-Resident Amount	Calculation Type
Financial Assistance	0.00%	0.00%	Percentage
Member	0.00%	0.00%	Percentage
Online	0.00%	0.00%	Percentage
Senior	0.00%	0.00%	Percentage
Staff	0.00%	0.00%	Percentage
Extra Employee Discount	0.00%	0.00%	Percentage
Discount Card	0.00%	0.00%	Percentage
Other	0.00%	0.00%	Percentage
Scholarship	0.00%	0.00%	Percentage

Results (Ctrl + Click to Select Multiple Entries)

Area Name	Description	Length	Width	Depth	Storage Type
Bay Avenue Marina	Bay Area Dock	50.00	25.00	5.00	Floating Dock Slip
Bay Avenue Marina	001	25.00	0.00	0.00	Up to 25'
Bay Avenue Marina	002	25.00	0.00	0.00	Up to 25'
Bay Avenue Marina	003	40.00	0.00	0.00	Up to 40'
Bay Avenue Marina	Test	0.00	0.00	0.00	Kyak Rack

INACTIVE TEMPORARY INACTIVE

Select All Select None Set Rates Set Discounts Clear Close

Click  to view the Rates tab for each boat dock (entries).

Area (Ctrl + Del to Clear Area)
Area: Bay Avenue Marina

Rates

	Resident Amount	Non-Resident Amount
Yearly:	\$1,000.00	\$1,000.00
Monthly:	\$100.00	\$100.00
Weekly:	\$10.00	\$10.00
Daily Weekday:	\$5.00	\$5.00
Daily Weekend:	\$10.00	\$10.00

Discounts (Ctrl + Click to Select Multiple Entries)

Discount Type	Resident Amount	Non-Resident Amount	Calculation Type
Financial Assistance	0.00%	0.00%	Percentage
Member	0.00%	0.00%	Percentage
Online	0.00%	0.00%	Percentage
Senior	0.00%	0.00%	Percentage
Staff	0.00%	0.00%	Percentage
Extra Employee Discount	0.00%	0.00%	Percentage
Discount Card	0.00%	0.00%	Percentage
Other	0.00%	0.00%	Percentage
Scholarship	0.00%	0.00%	Percentage

Results (Ctrl + Click to Select Multiple Entries)

Area Name	Description	Length	Width	Depth	Storage Type
Bay Avenue Marina	Bay Area Dock	50.00	25.00	5.00	Floating Dock Slip

Rates

Description	Resident Amount	Non-Resident Amount
Daily Weekday	\$5.00	\$5.00
Daily Weekend	\$10.00	\$10.00
Monthly	\$100.00	\$100.00
Weekly	\$10.00	\$10.00
Yearly	\$1,000.00	\$1,000.00

Bay Avenue Marina 001 25.00 0.00 0.00 Up to 25'

Bay Avenue Marina 002 25.00 0.00 0.00 Up to 25'

Bay Avenue Marina 003 40.00 0.00 0.00 Up to 40'



Bay Avenue Marina Test 0.00 0.00 0.00 Kyak Rack

INACTIVE TEMPORARY INACTIVE

Select All Select None Set Rates Set Discounts Clear Close



There are several options when updating rates. User may select individual boat docks (entries) or select multiple docks to update at the rates at the same time.

Click  button to highlight each boat dock or to undo, click  to cancel selection.

Results (Ctrl + Click to Select Multiple Entries)

Area Name	Description	Length	Width	Depth	Storage Type
+ St. Clair Shores Marina	Dock 1	50.00	20.00	20.00	Wet
- St. Clair Shores Marina	Dock 2	50.00	20.00	20.00	Wet

Rates Discounts Amenities

Description	Resident Amount	Non-Resident Amount
Daily Weekday		\$110.00
Daily Weekend		\$160.00
Monthly		\$2,200.00
Weekly		\$600.00
Yearly		\$6,000.00

+ St. Clair Shores Marina	Dock 3	60.00	25.00	25.00	Dry
+ St. Clair Shores Marina	Deep Well Dock 1	80.00	50.00	200.00	Deep Well

☒ **INACTIVE** **TEMPORARY INACTIVE** [Edit Filter](#)

Or highlight the individual boat dock.

Rates

	Resident Amount	Non-Resident Amount
Yearly:	\$5,500.00	\$6,500.00
Monthly:	\$2,500.00	\$2,900.00
Weekly:	\$600.00	\$700.00
Daily Weekday:	\$150.00	\$160.00
Daily Weekend:	\$200.00	\$210.00

Go to the **Rates** table and load the new rates accordingly.

Click  button to save the new rates.



Set Dock Rates And Discounts

Area (Ctrl + Del to Clear Area)
Area: St. Clair Shores Marina

Rates

	Resident Amount	Non-Resident Amount
Yearly:	\$5,500.00	\$6,500.00
Monthly:	\$2,500.00	\$2,900.00
Weekly:	\$600.00	\$700.00
Daily Weekday:	\$150.00	\$160.00
Daily Weekend:	\$200.00	\$210.00

Discounts (Ctrl + Click to Select Multiple Entries)

Discount Type	Resident Amount	Non-Resident Amount	Calculation Type
Financial Assistance	\$1.00	\$10.00	Flat Rate
Member	\$2.00	\$11.00	Flat Rate
Online	\$4.00	\$13.00	Flat Rate
Senior	\$6.00	\$15.00	Flat Rate
Staff	\$7.00	\$16.00	Flat Rate
Club Member	\$8.00	\$17.00	Flat Rate
Preferred Customer	9.00 %	18.00 %	Percentage

Results (Ctrl + Click to Select Multiple Entries)

Area Name: St. Clair Shores Marina

Depth: 20.00, Storage Type: Wet

Rates Posted

Your rates have been saved to the database.

OK

Results (Ctrl + Click to Select Multiple Entries)

Description	Resident Amount	Non-Resident Amount
Daily Weekday	\$150.00	\$160.00
Daily Weekend	\$200.00	\$210.00
Monthly	\$2,500.00	\$2,900.00
Weekly	\$600.00	\$700.00
Yearly	\$5,500.00	\$6,500.00

St. Clair Shores Marina Dock 3 60.00 25.00 25.00 Dry

St. Clair Shores Marina Deep Well Dock 1 80.00 50.00 200.00 Deep Well

INACTIVE TEMPORARY INACTIVE

Select All Select None Set Rates Set Discounts Clear Close

Rates Posted validation message displays; notice the update rates.

The same is true for **Discounts**. User may select individual boat docks (entries) or select multiple docks to update at the discounts at the same time.

Results (Ctrl + Click to Select Multiple Entries)

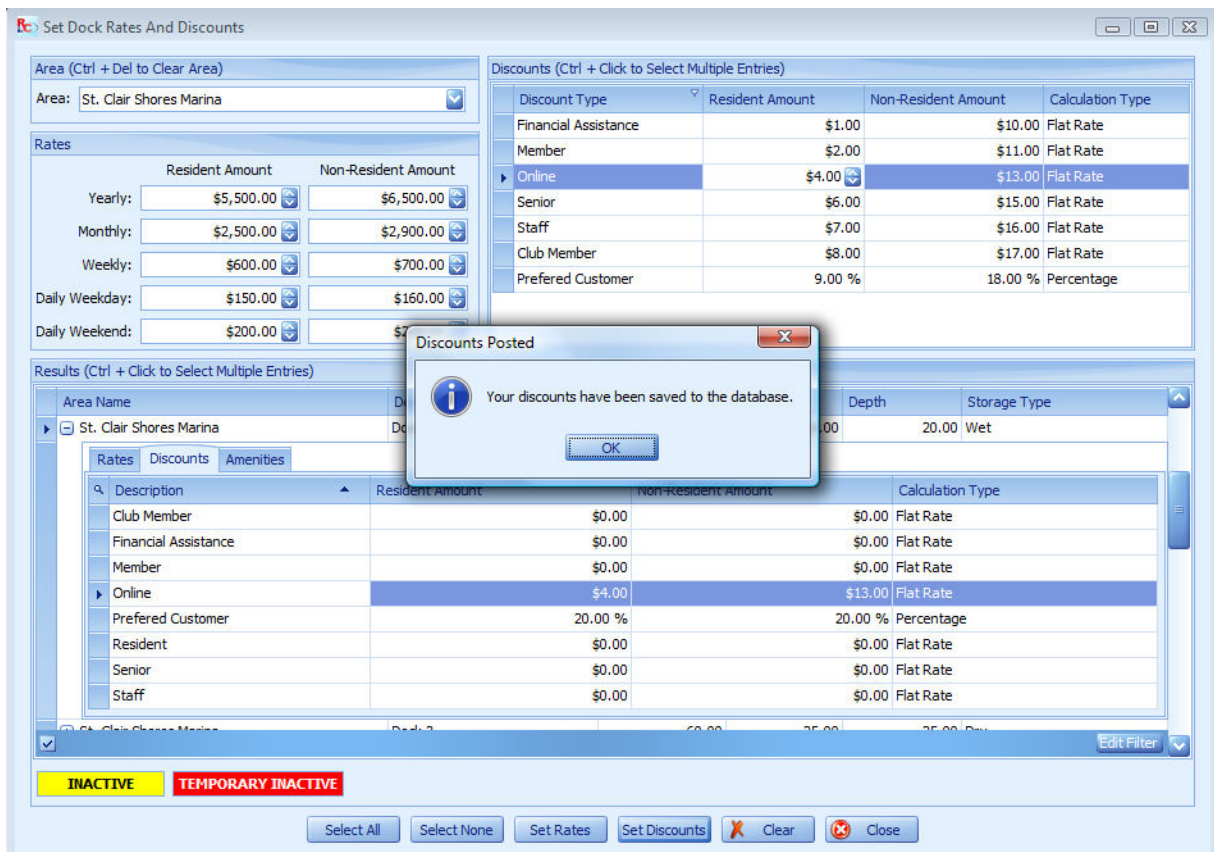
Area Name	Description	Length	Width	Depth	Storage Type
St. Clair Shores Marina	Dock 1	50.00	20.00	20.00	Wet
St. Clair Shores Marina	Dock 2	50.00	20.00	20.00	Wet
St. Clair Shores Marina	Dock 3	60.00	25.00	25.00	Dry
St. Clair Shores Marina	Deep Well Dock 1	80.00	50.00	200.00	Deep Well

INACTIVE TEMPORARY INACTIVE

Edit Filter

Discounts (Ctrl + Click to Select Multiple Entries)				
Discount Type	Resident Amount	Non-Resident Amount	Calculation Type	
Financial Assistance	\$1.00	\$10.00	Flat Rate	
Member	\$2.00	\$11.00	Flat Rate	
Online	\$4.00	\$13.00	Flat Rate	
Senior	\$6.00	\$15.00	Flat Rate	
Staff	\$7.00	\$16.00	Flat Rate	
Club Member	\$8.00	\$17.00	Flat Rate	
Prefered Customer	9.00 %	18.00 %	Percentage	

Update Discounts in the table and click **Set Discounts** button.



Area (Ctrl + Del to Clear Area)
Area: St. Clair Shores Marina

Rates

	Resident Amount	Non-Resident Amount
Yearly:	\$5,500.00	\$6,500.00
Monthly:	\$2,500.00	\$2,900.00
Weekly:	\$600.00	\$700.00
Daily Weekday:	\$150.00	\$160.00
Daily Weekend:	\$200.00	\$210.00

Discounts (Ctrl + Click to Select Multiple Entries)

Discount Type	Resident Amount	Non-Resident Amount	Calculation Type
Financial Assistance	\$1.00	\$10.00	Flat Rate
Member	\$2.00	\$11.00	Flat Rate
Online	\$4.00	\$13.00	Flat Rate
Senior	\$6.00	\$15.00	Flat Rate
Staff	\$7.00	\$16.00	Flat Rate
Club Member	\$8.00	\$17.00	Flat Rate
Prefered Customer	9.00 %	18.00 %	Percentage

Results (Ctrl + Click to Select Multiple Entries)

Area Name: St. Clair Shores Marina

Discounts Posted

Your discounts have been saved to the database.

OK

INACTIVE TEMPORARY INACTIVE

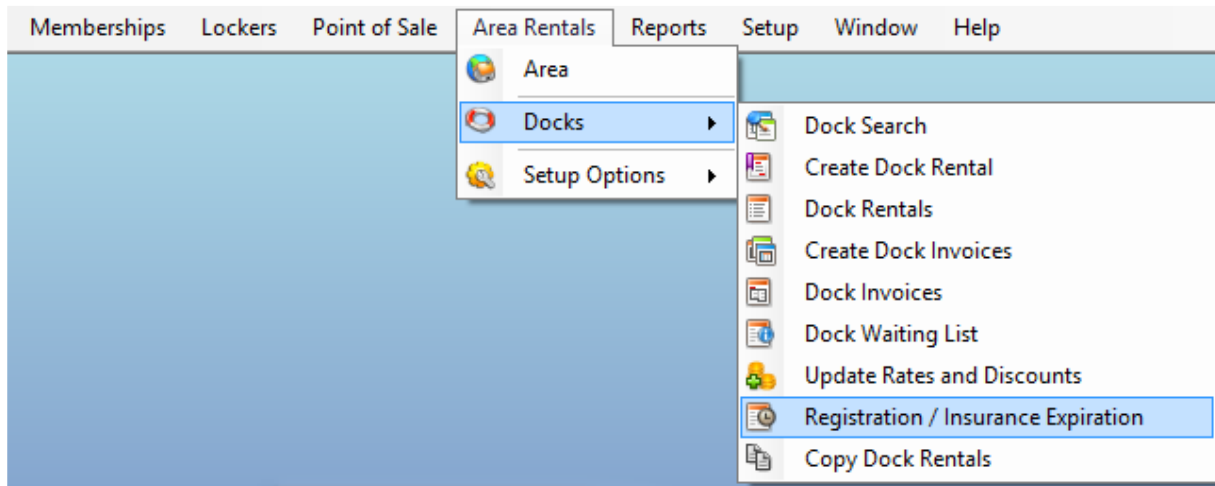
Select All Select None Set Rates Set Discounts Clear Close

Discounts Posted validation screen displays with the new discounts loaded in the **Area's Discount** tab.

Click **Clear** button to reset screen to original view; click **Close** button to close screen.

Registration / Insurance Expiration

From the main menu, go to **Area Rentals > Docks > Registration / Insurance Expiration**



Registration / Insurance Expiration screen displays; **Area**, **Rented From** and **Rented Thru** are required fields. Click **Refresh** button.

Registration / Insurance Expiration

Area: Rented From: Registration Expires As of:

Storage Type: Rented Thru: Insurance Expires As of:

Ctrl + Click to Select Multiple Entries

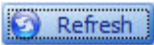
Dock	Storage Type	Customer	Primary Phone	Boat Make / Model	License #	Rented From	Rented Thru	Registration Expiration	Insurance Expiration
Deep Well Dock 1	Deep Well	Andrews, Dana	(586) 469-9999	Speedboat Speedo	983777289	5/17/2009	5/23/2009	4/20/2011	9/14/2010
Deep Well Dock 1	Deep Well	Andrews, Christopher	(586) 469-9999	Speedboat Speedo	983777289	5/8/2009	5/8/2009	4/20/2011	9/14/2010
Dock 1	Wet	Jones, Kevin	(586) 111-1111	boat boat	XYZ 123	3/7/2009	3/9/2009	3/27/2010	3/27/2010
Dock 1	Wet	Christianson, Peggy	(586) 456-1234	sailboat boat	4934059593	4/3/2009	4/3/2009	4/10/2012	4/10/2011
Dock 1	Wet	Korzynski, Brian	(586) 469-4200	Palmer Johnson Corniche	12345	5/20/2009	5/20/2009	12/31/2009	12/31/2009
Dock 2	Wet	Andrews, Christopher	(586) 469-9999	Speedboat Speedo	983777289	3/7/2009	3/8/2009	4/20/2011	9/14/2010
Dock 2	Wet	Andrews, Christopher	(586) 469-9999	Speedboat Speedo	983777289	3/14/2009	3/15/2009	4/20/2011	9/14/2010
Dock 3	Dry	Jones, Kevin	(586) 111-1111	boat boat	XYZ 123	4/4/2009	4/10/2009	3/27/2010	3/27/2010

Options



Add date to **Registration Expires As of** and/or **Insurance Expires As of** filter to refine the search results.

Registration Expires As of: 3/27/2010
Insurance Expires As of:

Click  button; the grid screen will refresh and hide any records that are past the **Registration Expires** dates field and/or **Insurance Expires** date field.

Registration / Insurance Expiration

Area: St. Clair Shores Marina Rented From: 3/1/2009 Registration Expires As of: 3/27/2010 Refresh
Storage Type: Rented Thru: 5/21/2009 Insurance Expires As of: Select All
Print Grid

Ctrl + Click to Select Multiple Entries

Dock	Storage Type	Customer	Primary Phone	Boat Make / Model	License #	Rented From	Rented Thru	Registration Expiration	Insurance Expiration
Dock 1	Wet	Jones, Kevin	(586) 111-1111	boat boat	XYZ123	3/7/2009	3/9/2009	3/27/2010	3/27/2010
Dock 1	Wet	Korzynski, Brian	(586) 469-4200	Palmer Johnson Corniche	12345	5/20/2009	5/20/2009	12/31/2009	12/31/2009
Dock 3	Dry	Jones, Kevin	(586) 111-1111	boat boat	XYZ123	4/4/2009	4/10/2009	3/27/2010	3/27/2010

Options

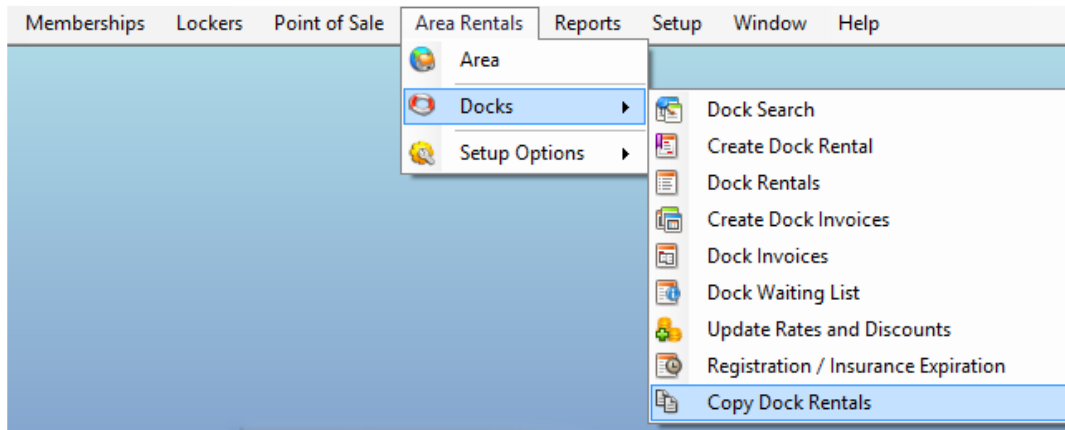
View Customer Email Customer Address Labels

Options:

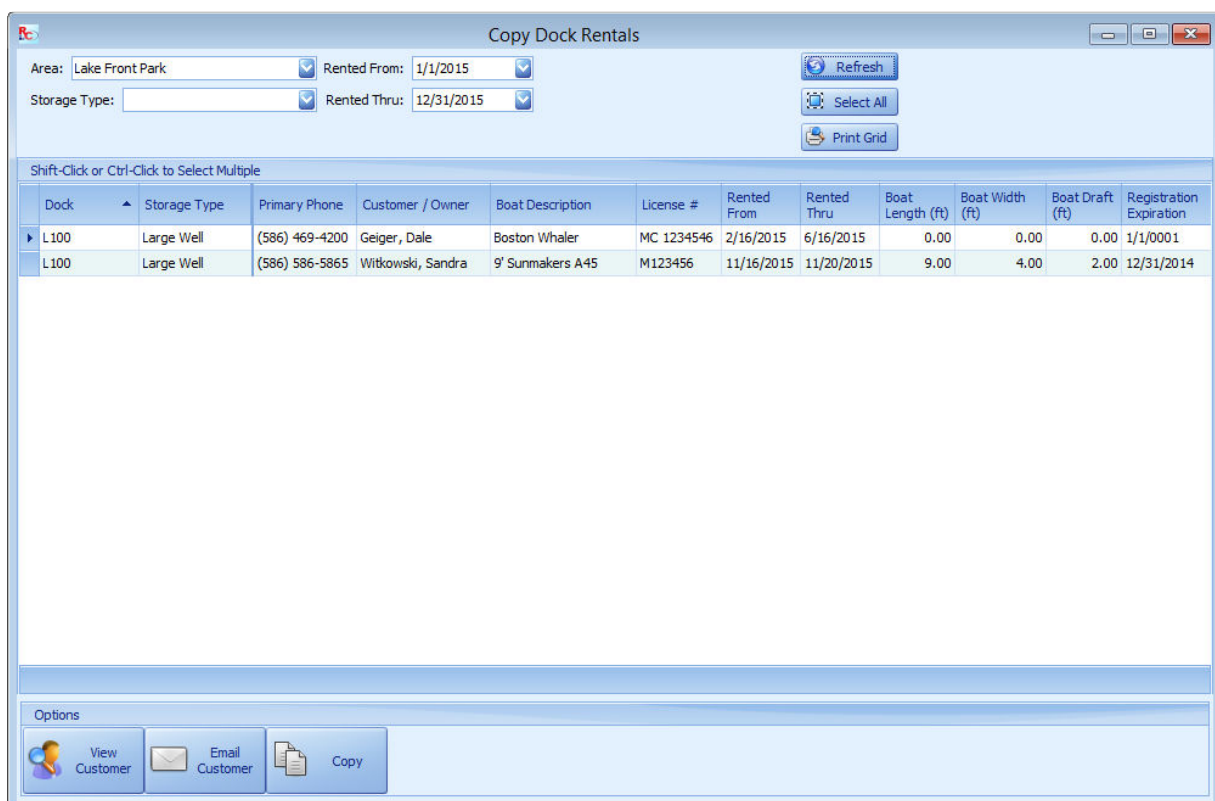
- **View Customer** – click to open the customer record to review or edit customer information
- **Email Customer** – click to generate a single email or use the “select all” button first to send emails to multiple customers. This will be a blind copy email.
- **Address Labels** – click to generate a single label or use the “select all” button first to generate labels for multiple customers.

Copy Dock Rentals

From the main menu, go to **Area Rentals > Docks > Copy Dock Rentals**



Copy Dock Rentals screen displays, select **Area**, **Rented From** and **Thru Dates**, click **Refresh** button. **Select All** button and then click **Copy** button at the bottom of the screen.



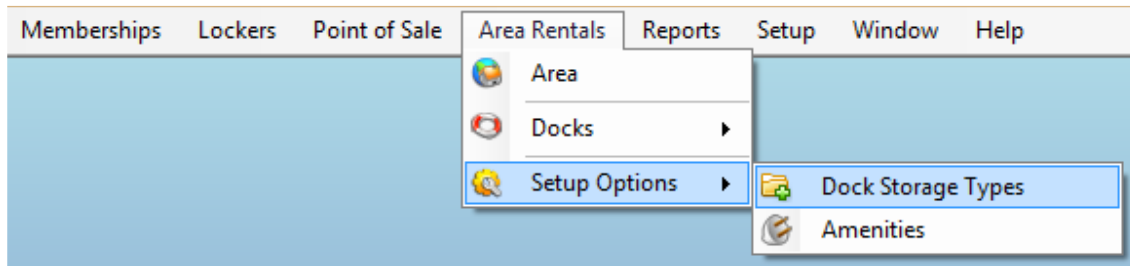
The screenshot shows the 'Copy Dock Rentals' window. At the top, there are filters for 'Area' (set to 'Lake Front Park'), 'Storage Type' (set to 'Large Well'), 'Rented From' (set to '1/1/2015'), and 'Rented Thru' (set to '12/31/2015'). There are buttons for 'Refresh', 'Select All', and 'Print Grid'. Below the filters is a table with the following data:

Dock	Storage Type	Primary Phone	Customer / Owner	Boat Description	License #	Rented From	Rented Thru	Boat Length (ft)	Boat Width (ft)	Boat Draft (ft)	Registration Expiration
L100	Large Well	(586) 469-4200	Geiger, Dale	Boston Whaler	MC 1234546	2/16/2015	6/16/2015	0.00	0.00	0.00	1/1/0001
L100	Large Well	(586) 586-5865	Witkowski, Sandra	9' Sunmakers A45	M123456	11/16/2015	11/20/2015	9.00	4.00	2.00	12/31/2014

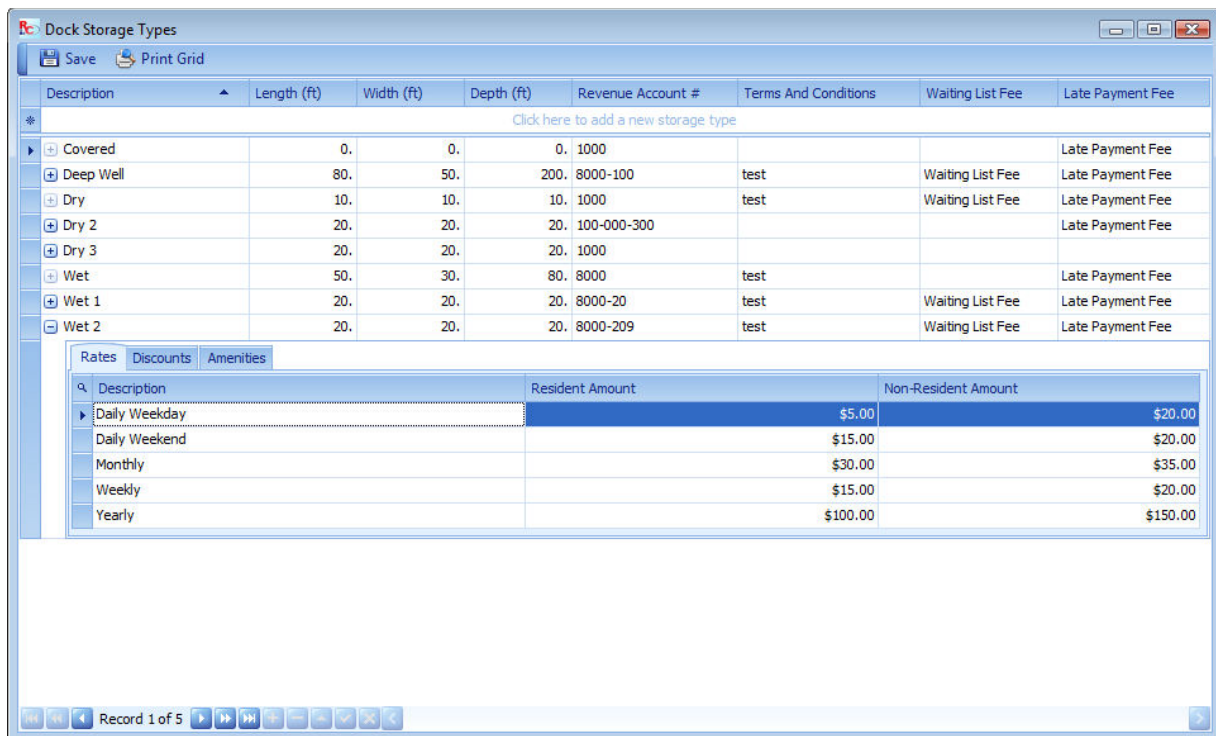
At the bottom of the window, there is an 'Options' section with three buttons: 'View Customer', 'Email Customer', and 'Copy'.

Dock Storage Types

From the main menu, go to **Area Rentals > Setup Options > Dock Storage Types**



Dock Storage Types screen displays.




The screenshot shows the 'Dock Storage Types' window. It has a 'Save' button and a 'Print Grid' button. The main table has columns: Description, Length (ft), Width (ft), Depth (ft), Revenue Account #, Terms And Conditions, Waiting List Fee, and Late Payment Fee. Below this table is a sub-table for 'Rates' with columns: Description, Resident Amount, and Non-Resident Amount.

Description	Length (ft)	Width (ft)	Depth (ft)	Revenue Account #	Terms And Conditions	Waiting List Fee	Late Payment Fee
+	Covered	0.	0.	0.	1000		Late Payment Fee
+	Deep Well	80.	50.	200.	8000-100	test	Late Payment Fee
+	Dry	10.	10.	10.	1000	test	Late Payment Fee
+	Dry 2	20.	20.	20.	100-000-300		Late Payment Fee
+	Dry 3	20.	20.	20.	1000		Late Payment Fee
+	Wet	50.	30.	80.	8000	test	Late Payment Fee
+	Wet 1	20.	20.	20.	8000-20	test	Late Payment Fee
+	Wet 2	20.	20.	20.	8000-209	test	Late Payment Fee

Description	Resident Amount	Non-Resident Amount	
+	Daily Weekday	\$5.00	\$20.00
	Daily Weekend	\$15.00	\$20.00
	Monthly	\$30.00	\$35.00
	Weekly	\$15.00	\$20.00
	Yearly	\$100.00	\$150.00

Type the **Description**, **Length**, **Width**, **Depth** (in feet), and **Revenue Account #** if applicable. From the drop down menu select the **Terms and Conditions** (see next section for setup details); select Waiting List Fee and Late Payment Fee (to setup, from the main menu, go to **Setup > Systems Default > Misc Fees**).

Rates, **Discounts** and **Amenities** are attached to each **Dock Storage Type**. Click  to view the tabs.



Wet 2	20.	20.	20.	8000-209	test	Waiting List Fee	Late Payment Fee
Rates Discounts Amenities							
Description	Resident Amount			Non-Resident Amount			
Daily Weekday	\$5.00			\$20.00			
Daily Weekend	\$15.00			\$20.00			
Monthly	\$30.00			\$35.00			
Weekly	\$15.00			\$20.00			
Yearly	\$100.00			\$150.00			

Add the **Resident** and **Non-Resident Rates** based on **Daily Weekday, Daily Weekend, Monthly, Weekly, Yearly** as applicable.

Rates Discounts Amenities				
Description	Resident Amount	Non-Resident Amount	Calculation Type	
Financial Assistance	\$1.00	\$10.00	Flat Rate	
Member	\$2.00	\$11.00	Percentage	
Online	\$4.00	\$13.00	Flat Rate	
Senior	\$6.00	\$15.00	Flat Rate	
Staff	\$7.00	\$16.00	Flat Rate	
Club Member	\$8.00	\$17.00	Flat Rate	
Preferred Customer	9.00 %	18.00 %	Percentage	

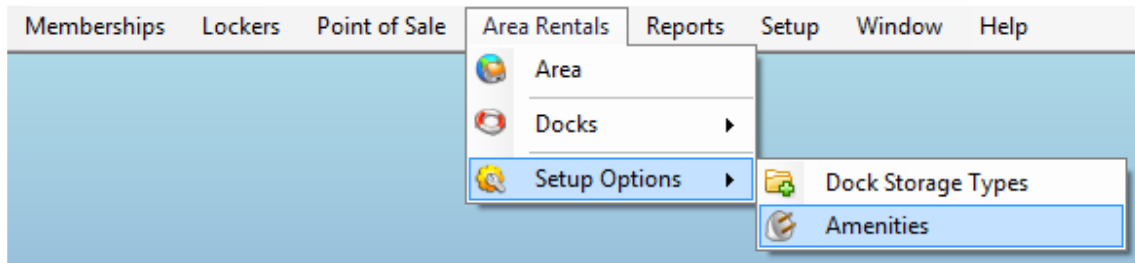
Add the **Resident** and **Non-Resident Discounts** based on the **Description**. Select **Calculation Type** between **Percentage** and **Flat Rate**. (To customize discount descriptions, from the main menu, go to **Setup > System Defaults > Custom Discounts**)

Rates Discounts Amenities	
Description	
*	Click here to add a new amenity
Electrical hookup	
Fresh Water hookup	

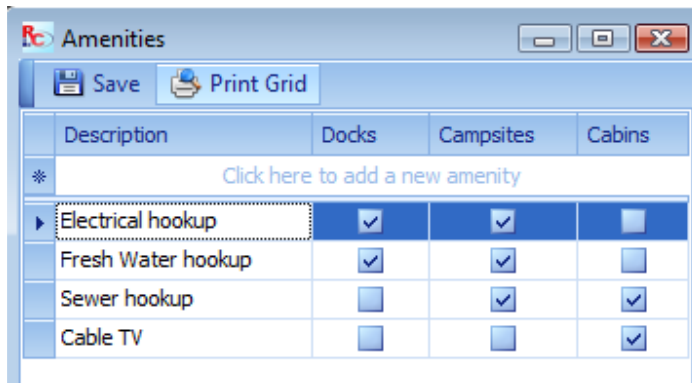
Add **Amenities** from the drop down menu to each **Dock Storage Type**. (To setup Amenities, see next section.)

Amenities Setup

From the main menu, go to **Area Rentals > Setup Options > Amenities**



Amenities screen displays.



Add **Description** and check the box as applicable.