Hired equipment

Record what a supplier delivered, its condition and what was packed for return. This is separate from lending a handset to a person during a shift.

Test edition. Use the training workspace or an approved test site.

Follow the task

1. **Identify the supplied radios**

   Add or import the equipment into Radio register with unique tags and serial numbers. Review the CSV preview and correct invalid rows before committing. Record that this equipment is hired.

2. **Create the supplier hire**

   Choose Create hire record. Enter the supplier, reference, site and hire dates, then select the equipment actually supplied. Link the hire to the intended Radio job where offered.

3. **Record receiving**

   Use Scan delivery for radios with the same condition and accessory counts. Record damage, shortages and photos on the individual radio.

4. **Use the radios on site**

   Use Radio register to issue radios to people and receive them back. Supplier-hire records and person loans are related but represent different handovers.

5. **Reconcile the return**

   Return all handset loans first. Review the equipment and accessories being packed, flag shortages and record the return condition. Keep item photos and the packed-case photos.

6. **Record dispatch**

   Finish reconciliation and record dispatch when the kit leaves. Save the report with the original packing and condition records.

7. **Record the supplier’s response**

   Open Review report, then Record supplier confirmation. Enter the date and the receipt or correspondence reference. The report keeps confirmation or a reported discrepancy alongside the original dispatch.

8. **Link the supplier cost**

   An authorised Finance user can record the hire invoice, allocate its total across the selected radios and link the same supplier hire/job. Site operators do not need to see the financial amounts.

If something is unclear

A handset is still with a person

Open its original person loan in Radio register. Record the actual handset return before supplier packing.

An accessory is missing

Keep the shortage against its original loan/hire. Moving a radio or returning its handset does not erase an accessory balance.

Keep original records and backups. For support, use Settings → Help and problem reports, or office@i-enterprise.co.uk. A problem report is not a backup.

I Enterprise Ltd · SyncComms Ops · Hired equipment · Owner-test edition 0.2.27