

**Rental
Contracts**

**Delivery
Routes**

**Cash
Management**

**Internet
Rentals**

**Equipment
Maintenance**

**Inventory
Control**



Mobility

**Single
Location**

**Multiple
Location**

Financials

Receivables

Payables

Payroll

Automated Rental Management

Product Guide

The Automated Rental Management System



Automated Rental Management (ARM) is a multi-user, multi-location rental management software completely integrated with the award winning MAS 90 Accounting Software, forming a comprehensive solution for managing all aspects of your rental business. Robust functionality and abundant features put the tools of success firmly in your hands.

ARM offers a complete solution to companies in many facets of the rental industry:

- ◆ Heavy Equipment
- ◆ Scaffolding
- ◆ Mobile Offices
- ◆ Portable Restrooms
- ◆ Party and Event
- ◆ Audio Visual
- ◆ Computer Equipment
- ◆ Trade Show Managers
- ◆ Home Owners
- ◆ Light Construction

Contract Entry: Puts all necessary information at your fingertips, making contract entry efficient, accurate, and well organized.

Inventory Control: Successfully manages every aspect of your valuable rental and sales inventory.

Equipment Maintenance: Tracks vital details about each piece of equipment your company owns.

Internet Rentals: Opens your doors to business 24 hours a day, 7 days a week with the ARM eRental module and increase revenues without increasing labor costs.

Mobility: Provides your drivers with route information, equipment details, bar code scanning and point-to-point driving instructions, all from a Pocket PC.

Back Office Accounting: ARM utilizes the award-winning MAS 90 accounting software as its backbone. Selected for its inherent power and ease of use, MAS 90 is recommended by more CPAs than any other business management application in its class. ARM's complete and seamless integration minimizes training issues.

Delivery Routing: ARM provides an efficient and flexible routing system designed to save valuable time, balance drivers' work loads, reduce overtime, minimize fuel costs, and enable better delivery predictions.

Cash Management: ARM offers full Point of Rental/Point of Sale functionality with the ability to process cash reconciliation for multiple terminals and cash drawers.

Rental Contracts with Automated Rental Management

In the rental business, the creation and tracking of rental contracts is of primary importance. When you create a contract, you must have the necessary information readily available. Data such as your customer's mailing address, shipping address, and billing terms are necessary as is the availability and pricing of the items they request. The ARM Contract Entry function automates this entire process, increasing the efficiency of your staff and enabling them to offer better customer service.

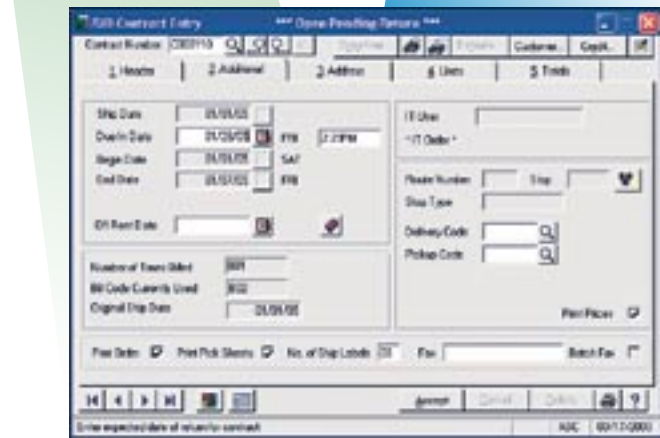
ARM Contract Entry contains the features necessary for creating rental/sales contracts, master contracts, repeating contracts, and price quotes. The intuitive screen layout facilitates rapid data entry. Data Entry for each contract is divided into five screens:

Contract Entry maintains a real-time relationship with Inventory and Reservations, ensuring that each line item entered is queried against prior commitments, so you do not make promises you cannot keep. Separate pricing schedules for rental and sale transactions provide ultimate control.



Contract Overview

Header Tab, which includes customer billing information such as the Billing Address, Terms Code, applicable Sales Tax Codes, etc. Use the Header page in Contract Entry to enter information for contracts, quotes, master, and repeating orders. Customer information is automatically retrieved from Accounts Receivable with the ability to override as suited to each contract or enter new customers on-the-fly.



Contract Details

Additional Tab, including Ship Date, Required Date, Begin Date and Time, etc. Use the Additional page to maintain primarily date information about the contract. Delivery and Pickup Codes may also be entered here, and if the ARM Routing module is implemented, you will see the contract's assigned route and stop.

Contract Addresses

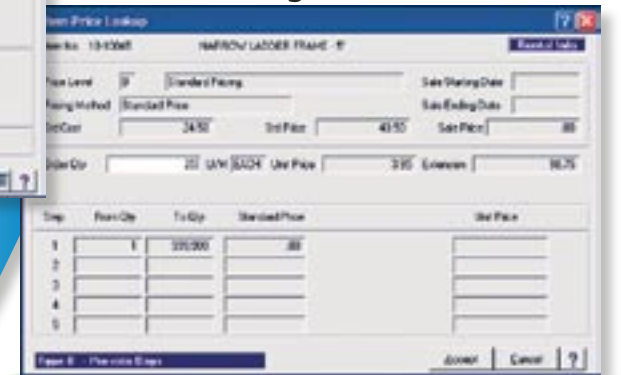


Address Tab, includes the billing and shipping address for this contract. Use the Address Tab to view and edit the customer's billing address, select a shipping address, or add a new shipping address.

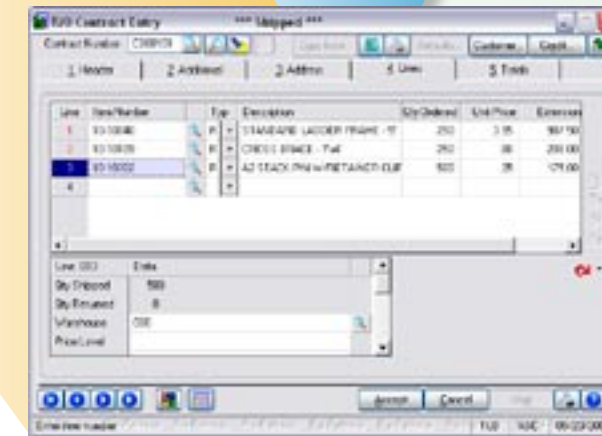
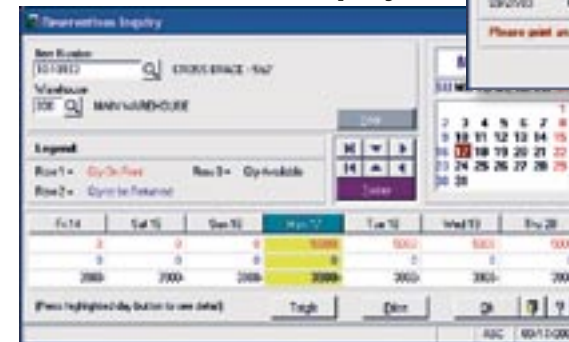
Overbooked Warnings



Pricing Schedules



Reservations Inquiry



Contract Item Entry

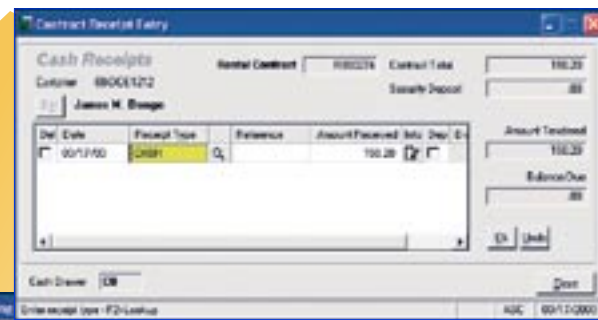
Lines Tab, includes information describing each rental or sale product or service for which the customer is being billed. Use the Lines page to enter the inventory items and/or miscellaneous charges the client has requested. If the Inventory module is integrated with ARM, applicable item information is retrieved. Comments may also be added to the line section. New items may be added on-the-fly.

Contract History



View a summarized history of each contract, including the amount invoiced to date, times billed, payments to date, and gross profit.

Contract Receipt



Enter any number of deposits against a contract, specifying the Receipt Type (cash, check, Visa, etc.), Date, Amount, and additional receipt type-specific data such as credit card number, expiration date, and phone number. When integrated with the ARM Cash Management module, deposits are posted to that module for reconciliation with the day's deposits and posting to the receivables module.

Contract Totals

Totals Tab, includes the rental and sale contract totals, freight amount, total sales tax, deposits, etc. From the Totals page, the contract totals are calculated and displayed automatically. You may enter discounts, override commissions, change the calculated freight amount, view and change tax detail, and maintain any deposits received against this contract.

You know what it takes to run a successful rental business. So do we. Designed by rental experts, ARM is simply the most powerful, flexible, full-featured, easy-to-use rental management solution available. Here is a partial list of ARM's Contract Management features:

- ◆ Provides convenient lookup and search functions that make finding the correct customer, shipping address, and billing code simple.
- ◆ Allows you to create new customers and items on-the-fly.
- ◆ Checks customer credit limit during data entry.
- ◆ Records user ID of operator entering contract.
- ◆ Allows you to create new contracts from another contract or history.
- ◆ Checks quantity available and warns if overbooked.
- ◆ Provides convenient lookup and search functions that make finding your data simple.
- ◆ Allows you to easily query stock in other locations.
- ◆ Faxes or Emails contract directly to your customer.
- ◆ Allows entry of multiple deposits and receipts.
- ◆ Contract History Inquiry shows cumulative billing totals for contract.
- ◆ Allows separate Delivery/Return instructions for each contract.
- ◆ Tracks contract changes.
- ◆ Queries item pricing including quantity breaks.
- ◆ Allows viewing and maintenance of customer specific memos during contract entry.
- ◆ Supports full salesperson commission reporting.
- ◆ Allows you to view the Reservation Inquiry screen at any time.
- ◆ Handy calendar makes finding the correct date a snap.
- ◆ On-screen reminders to operator about accessory items to include.
- ◆ Quickly prints contract, picking sheet, and instructions individually or as a group.
- ◆ Instantly relieves inventory when a contract is designated as shipped.
- ◆ Automatically determines pricing based on established price schedules.
- ◆ Supports contract pricing by customer.
- ◆ Designates the entire order as a sales contract, or a rental contract.
- ◆ Can include sale items on a rental contract.

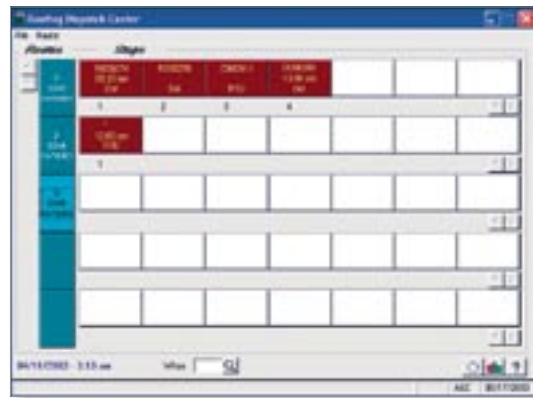
Automate Your Delivery Routes With Service Route Management For ARM

Service Route Management Features

If your company regularly delivers rental or sale equipment to your customers, or if you perform regular equipment servicing, you know the importance of efficient and flexible routing. An efficiently designed route saves valuable time, balances drivers' work loads, reduces overtime, minimizes fuel costs, and enables better delivery predictions.

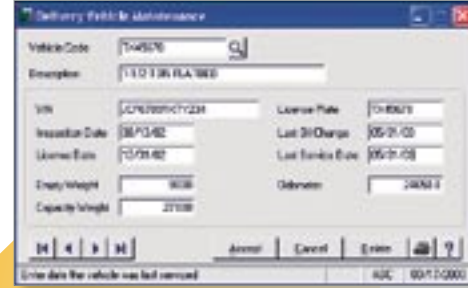
ARM's Routing System offers this and much more. Using a graphic, interactive routing grid, you can quickly establish routes and stops along that route. Inserting a new stop or deleting a stop is quick and easy. With an interface to Microsoft MapPoint providing point-to-point driving instructions is a simple task. Comprehensive management reporting, and the total integration with ARM's rental management, inventory, and core accounting functionality results in a highly efficient business management solution.

Routing Dispatch Center

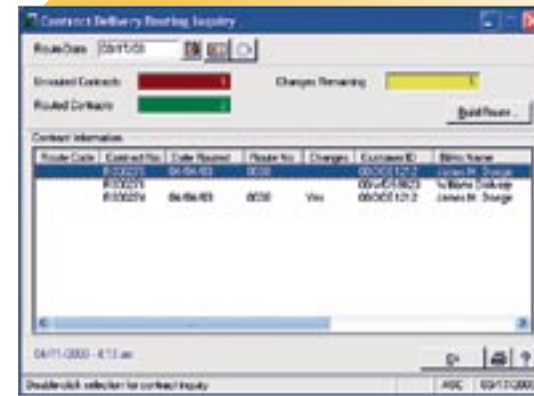


The Routing Dispatch Center is the hub of activity in the ARM Routing System. From here you may create and maintain routes, assign contracts to stops, and view routes and stops in a simple, logical way. The Dispatch Center is laid out in a grid type format. The left hand column is the Route column. Stops are oriented in rows running left to right across from their related route. Creating routes and adding stops to those routes is an intuitive, straightforward process. A Routing Dispatch Inquiry menu option allows view-only access for the sales and customer service staff.

Vehicle Maintenance

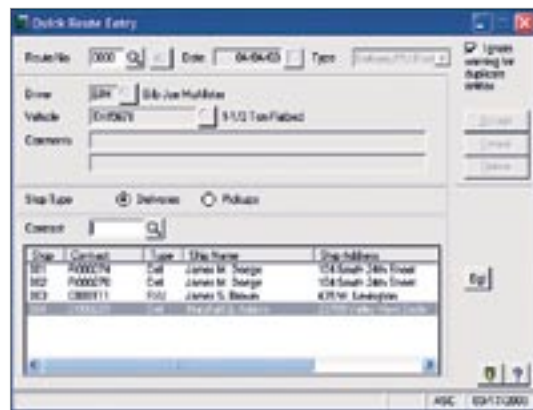


Contract Routing Inquiry



Contract Routing Inquiry provides a quick way for your dispatcher to ensure that contracts scheduled for delivery on a specific day are not overlooked. The contracts scheduled for delivery and are unrouted appear in red. Routed deliveries appear in green and contracts that have been changed and not yet reprinted appear in yellow. Double clicking on a contract launches Contract Inquiry enabling the entire contract to be viewed. Dispatchers can create a new route directly from this screen. The screen automatically refreshes every 15 seconds, continuously providing up to date information.

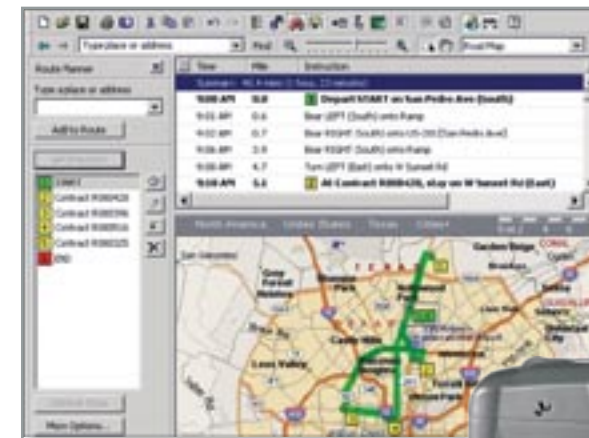
Quick Routes



The Quick Route Entry program is a fast and efficient way to enter route information if you have already sorted delivery/pickup tickets by route and stop. Once you have the documents in the order desired, simply create a new route and either scan (via bar code reader) the contracts onto the route, or manually assign the contracts to the route. Routes entered here are visible and maintainable through the Routing Dispatch Center.

- ◆ **Microsoft MapPoint Interface.** Using MapPoint, you can print a detailed map of the entire route, or just for selected stops, directly from within the Routing Dispatch Center.
- ◆ **Establish pickup/delivery and service routes.** If you perform routine service on your rental items while at the customer's site, you can assign a cycle code to a service route indicating the number of days between cycles and have ARM automatically create the route for you at the specified interval.
- ◆ **Routing Worksheet.** Space is provided on the worksheet for the dispatcher to fill in the Route Number, Stop, and Truck.
- ◆ **Store valuable data about your drivers and vehicles.** Enter driver's license number, contact phone, and more for each driver. Maintain license plate number, VIN number, date of last oil change and more for vehicles.
- ◆ **Stops may be designated as contract or non-contract.** For contract stops, ARM brings in the customer's name, address, purchase order number, order total, COD amount, etc., saving valuable data entry time. Simply fill in the latest stop time if necessary and the stop is created.

- ◆ **Choose your own color legend for the buttons on the grid.** Use green for completed stops, and red for late stops to make the stop status stand out!
- ◆ **Easily compare route weight to vehicle capacity weight.** ARM summarizes the total route weight and the maximum carry weight for each route to ensure trucks are safely loaded.
- ◆ **Easily insert new stops in a route, move or delete an existing stop.** Reorder the stops, add or eliminate stops without scrapping the entire route.
- ◆ **Routing Dispatch Inquiry screen offers anyone a view-only look at the route schedule.** Provide maintenance function only to your dispatcher, while enabling salespeople to easily check the status of deliveries.
- ◆ **Plan routes days in advance if desired.** Each route is assigned a date, making it easy to plan future routes.
- ◆ **Routing can be performed for all locations or each location independently.** If you deliver from multiple locations, routing by locations is a necessity.
- ◆ **Print delivery/pickup tickets and any contract instructions directly from routing system.** Customer's special instructions can be printed and included with the delivery/pickup tickets.



Using the optional Microsoft MapPoint software, Route and Stop data are quickly mapped. Route maps and Point-To-Point Driving Instructions make it easy for your drivers to find every stop on their route.



Mobility

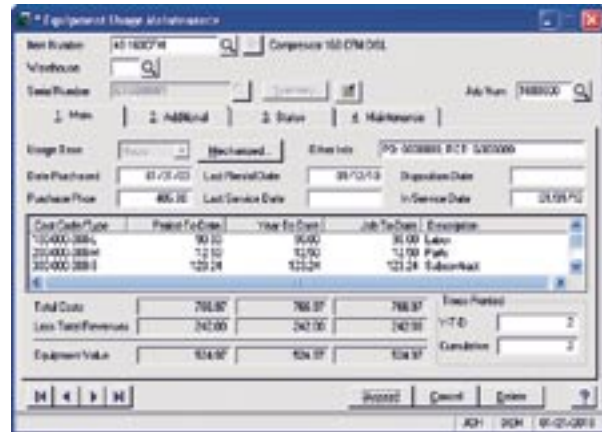
Using the latest technology from ARM and Microsoft, you can provide your drivers with route information, equipment details, bar code scanning, and point-to-point driving instructions, all from a Pocket PC.

- ◆ Built-in bar code scanning equipment simplifies tracking and reduces data entry.
- ◆ Record each stop fast with One Touch Entry.
- ◆ Record missed or incomplete stops, including a Reason Code to indicate why.
 - ◆ All information your driver needs is loaded on the Pocket PC:
 - ◆ Stop Address
 - ◆ Equipment Information
 - ◆ Instructions and Comments
- ◆ Point-To-Point Driving Instructions using the optional MapPoint software.
- ◆ Easy to use information is loaded into Pocket PC before driver leaves. During the route, stop information is captured and uploaded to ARM upon the driver's return.
- ◆ Exception reporting in ARM provides insight into missed stops and equipment not delivered.
- ◆ Supports recurring service routes simplifying the scheduling of routine equipment servicing.
- ◆ Driver can easily view equipment and stop information, including instructions.
- ◆ Download multiple routes per driver to allow for a full day's worth of information.

Automate Your Equipment Maintenance With ARM

The Equipment Maintenance feature of ARM provides a method of tracking vital details about each piece of serialized equipment your company owns. A large amount of data about each individual item is tracked by ARM: date purchased, price paid, accumulated revenue and costs, model number, weight, license number, manufacturer, and much more. Equipment Maintenance is equally valuable for non-serialized inventory. Statistics gathered for this type of equipment includes: date last purchased, rented, and sold; year-to-date, prior-year, and cumulative revenue and cost; and the number of units rented and serviced. Equipment Maintenance takes the guesswork out of tracking the lifecycle of your company's valuable equipment.

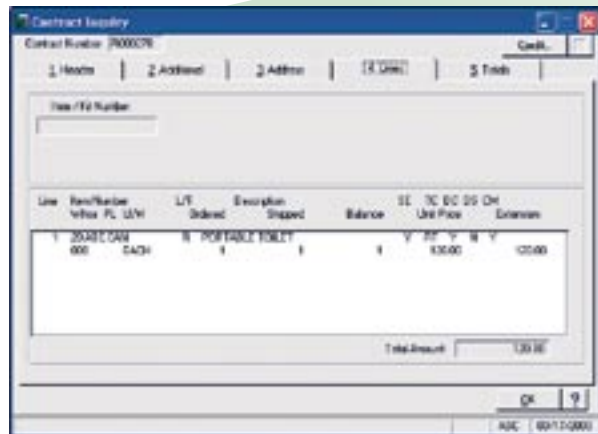
Equipment Usage Maintenance



From the Equipment Usage Maintenance screen, you can view and maintain vital information about your mechanized equipment and drill-down into all levels of costs including Work Order detail. Using the exclusive serial item memo feature you can maintain a virtually unlimited amount of free form text concerning this specific item.

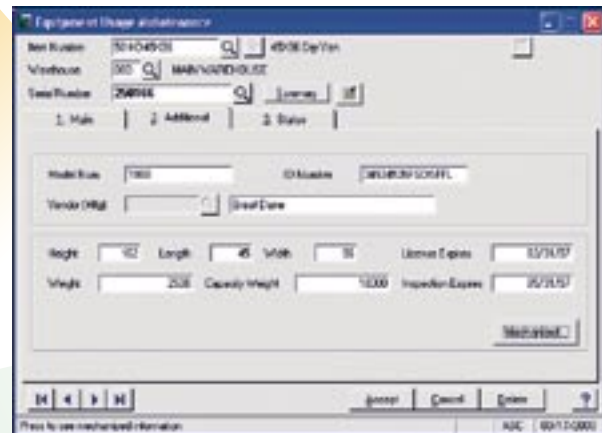
Accessing the Additional tab of Equipment Usage Maintenance gives you access to very specific data for the item. Height, length, width, and license information is useful for vehicles. For mechanized items, you may enter starting and current meter readings, plus year-to-date, prior-year, and cumulative hours or miles.

Equipment Usage Contract Inquiry

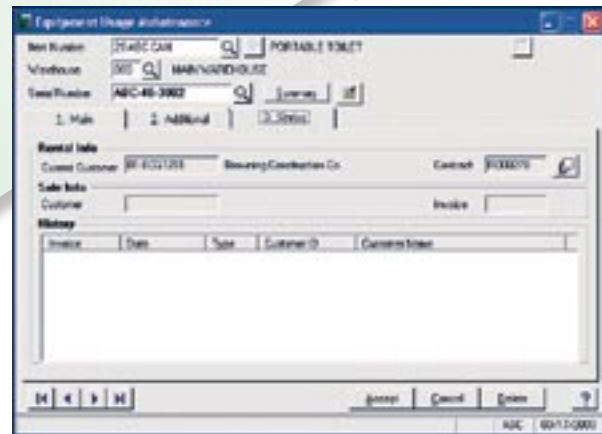


Launch Contract Inquiry directly from the Status screen, to view open contracts or invoices referencing this item.

Equipment Usage Additional Information



Equipment Usage Status



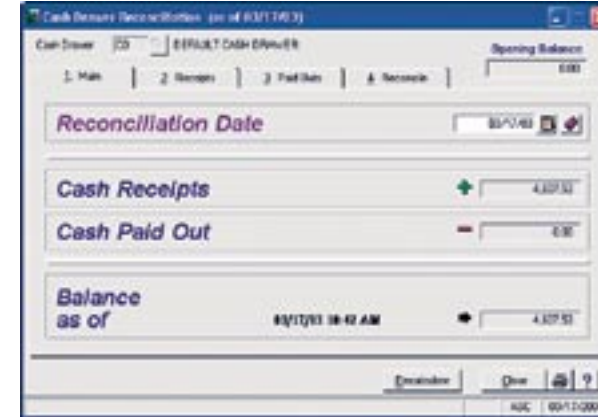
From the Status screen, the current rental or sale customer is identified with the corresponding contract or invoice number. You may drill down and view complete details of the contract or invoice.

Cash Management With ARM

The ARM system offers full Point of Rental/Point of Sale functions with the ability to process cash reconciliation for multiple terminals and cash drawers. In addition to contract deposits and payments, miscellaneous cash payouts are easily accounted for in ARM Cash Management.

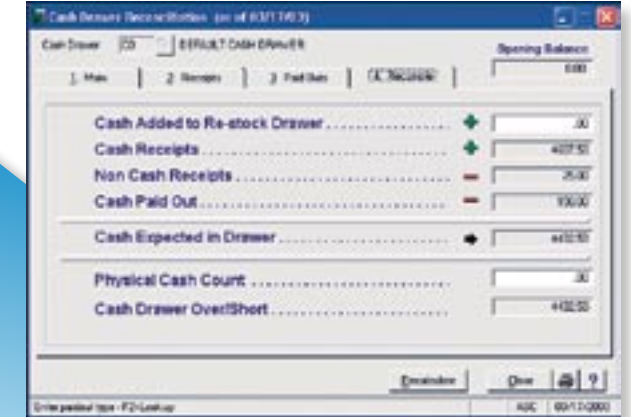
During Contract Entry, you can easily accept multiple deposits—recording the date, receipt type (e.g. cash, check, Visa), and the amount received. A reference field can be used to record a check number, or customer receipt number, and additional fields for credit card capture all necessary information.

Cash Drawer Summary



Use the Cash Drawer Reconciliation program to edit receipts, process paid-outs, and perform the reconciliation. During the Cash Drawer Reconciliation and Update, ARM will automatically create cash receipts for the payments and deposits associated with Contracts and Invoices entered during the day.

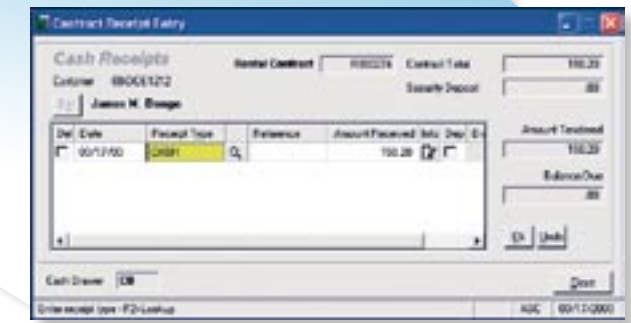
Cash Drawer Reconciliation



Cash Management Features

- ◆ **36 Bank Codes.** Maintain up to 36 bank codes for each company. Used to identify characteristics of your bank accounts, bank codes are also assigned to represent each "cash drawer" bank account.
- ◆ **Multiple Cash Drawers.** Set up a single, or multiple cash drawers for your company. For each cash drawer, you will specify the associated bank codes, and general ledger posting accounts. ARM maintains the date and time the cash drawer was last reconciled, and the current balance.
- ◆ **Unlimited Receipt Types.** Establish an unlimited number of receipt types to indicate the methods of payment your company accepts (e.g. cash, check, Visa, etc.). For each receipt type, you will maintain data such as: asset account, whether cash drawer should be opened, whether this type should be included in the bank deposit, as well as additional pertinent fields associated with credit cards.
- ◆ **Cash Paid Out.** Easily track paid outs through ARM, even denoting the paid out type (gas, travel, etc.) and the general ledger account where these expenses will post.
- ◆ **Easily Edit Deposits.** If necessary, you may edit deposit information recorded on a contract during reconciliation.
- ◆ **Interface To Accounts Receivable.** Once cash drawer reconciliation is complete, the reconciliation register is printed and updated, creating Cash Receipts Entries in the Accounts Receivable module.
- ◆ **Change Calculated.** When the deposit exceeds the contract amount, ARM will calculate the overage and prompt you whether it is to be returned to customer. If you choose not to refund the overage, it will remain as a deposit against the contract.
- ◆ **Refunds Due By Check.** If you process a Return Invoice and determine that you want to refund the deposit by Check, a report is included with the Reconciliation Register, which will indicate the deposit checks that are due to be returned.

Cash Receipts Entry

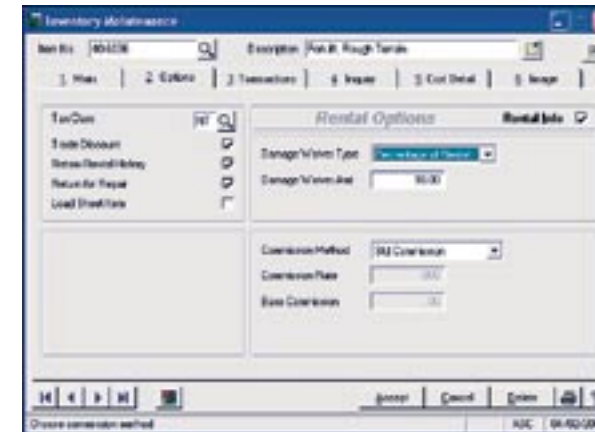


Inventory Control with Automated Rental Management

In the rental industry, your inventory is your single most valuable asset. It is imperative to have accurate and current data available at all times. Quantities on hand, quantities committed, when an item is due in, the warehouse location, and rental pricing are all vital to the operation of an efficient, customer-service oriented business.

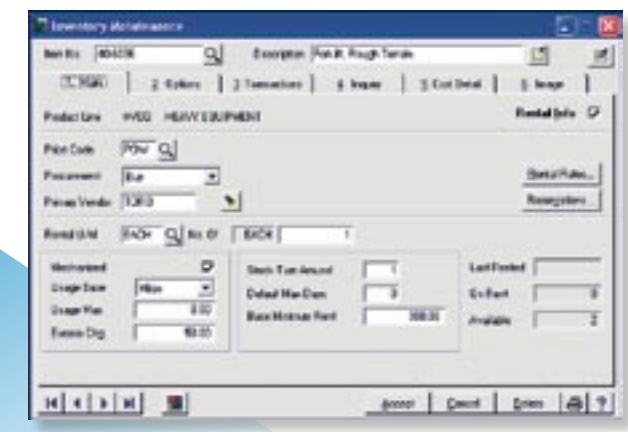
The ARM Inventory Management module lets you manage every aspect of your inventory, ensuring you have the tools available to create new or improved purchasing policies, rental and sales policies, warehousing programs, and pricing methods. Building on a comprehensive set of inventory management features, the ARM Inventory Management module incorporates features uniquely oriented to the rental industry, creating a solution to grant your company the competitive edge.

Item Rental Options



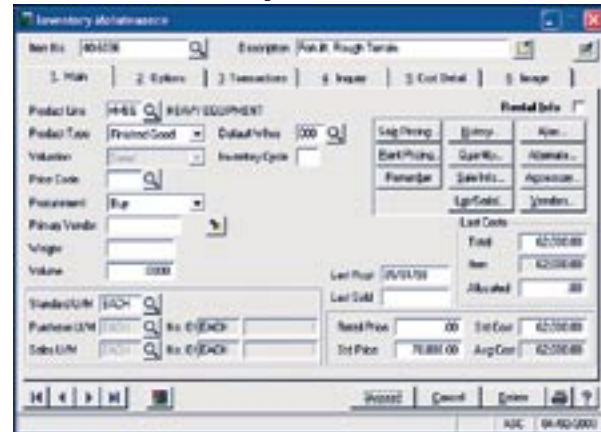
Specify tax class, commission method, damage waiver amount, and history and discount options from this screen.

Item Rental Details



Maintain constant information about the item, including base minimum rent amount and the rental unit of measure from this main item maintenance tab. You may also launch the rental rate maintenance screen and the reservations inquiry screen from here.

Inventory Maintenance



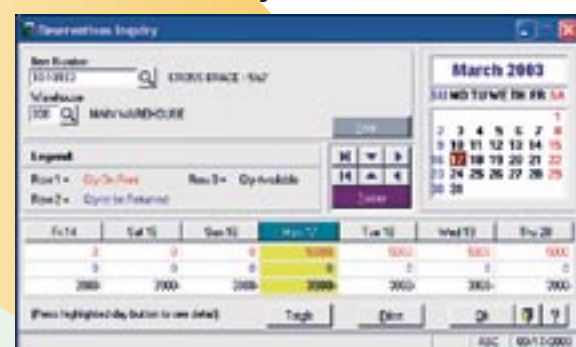
The Inventory Maintenance function is the storehouse for all item data. Quickly switch your view from rental-specific data to sales and general data such as the product line, valuation method, etc. A convenient tab system lets you move quickly to locate the data in which you are most interested.

Rentals by Inventory Item



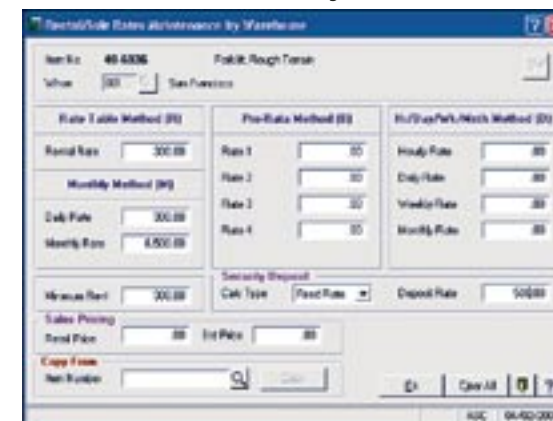
Toggle between viewing rental contracts and sale contracts. View a summary of all open contracts, and drill down to Contract Inquiry to view complete details of any open contract.

Inventory Reservations



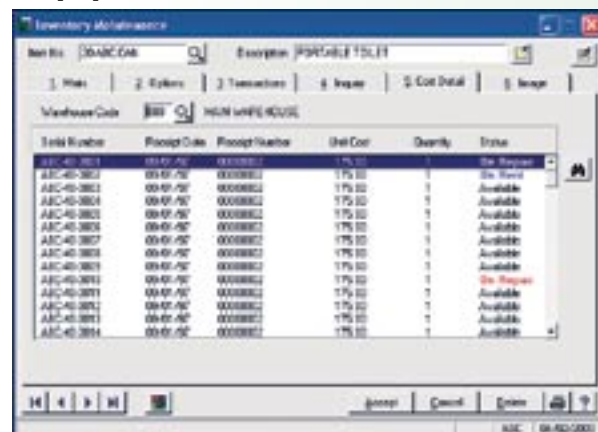
An easy to read graphic reservations inquiry screen instantly shows the quantity of an item on rent, to be returned, and available for any selected week. Click on the displayed calendar to scroll the screen to the time frame of interest. Drill down from this window to view a list of the open contracts referencing the item. Drill down further to view each individual contract.

Rental Rates by Location



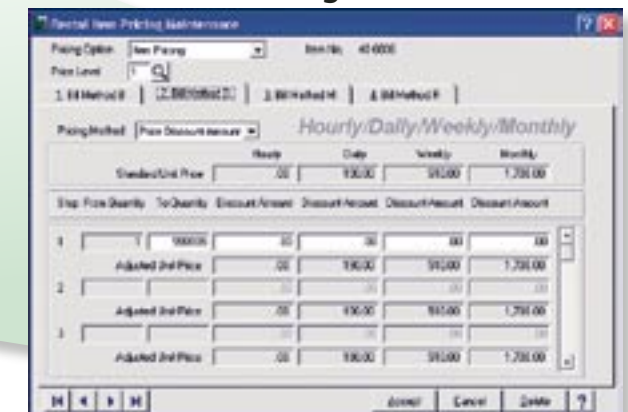
Vary rental rates by location! Specify complete rental rate tables by warehouse, providing ultimate control. If you choose not to vary your rates by location, a default pricing record is used. Copy rate records from another item to speed data entry.

Equipment Serial Number Maintenance



Both lot and serial-numbered items are supported providing the ability to track individual pieces of equipment or collections. You can easily inquire into the status (available, on repair, on rent) of each individual item.

Item Billing Methods



ARM's comprehensive pricing structures support a wide variety of billing methods, and rate calculations within billing methods. Further vary the rental rate by quantity to offer a volume break to customers.

The pace of business on the Internet is ever increasing. A presence on the World Wide Web is rapidly becoming a necessity for companies to remain competitive and responsive. The rental industry is no exception to this trend. Establishing a professional looking, full-featured eCommerce site is no longer limited to large companies employing expensive Web consultants. The Automated Rental Management eRental module is your solution for affordable, out-of-the-box eCommerce capabilities.

Building on the ARM eBusiness Manager module, eRental allows your customers to submit reservations, view their rental contracts and invoices, and even purchase items directly over the Internet, any time day or night.

eRental Features

- ◆ **Rent or Purchase Items.** Customers can select items to rent or purchase at the same time. A separate menu option offers purchase only transactions.
- ◆ **View Rental/Sales Contracts And Invoices.** Enables customers to view their own sales/rental contracts and invoices. By providing access to such information, you can minimize customer support calls.
- ◆ **View Credit Information.** Customers can view their current balance and credit standing.
- ◆ **Update Customer Information.** Let your customers update their own address information.
- ◆ **View Shopping Cart.** Your customers can view their shopping cart before proceeding to Checkout.
- ◆ **User Security.** You may provide each customer with one or more user ids to access the system, each with a unique password, enabling them to better control their company's purchase activity.
- ◆ **Internet Orders.** Transfer seamlessly and automatically into ARM Contract Entry.



eRental Item Selections



eRental Checkout



eRental Item Contract Information



eRental User Information

General Ledger

The General Ledger module diligently records and stores all bookkeeping and accounting transactions initiated from within General Ledger and from subsidiary modules. It then presents that data in financial statements, supporting schedules, and associated reports. With several powerful custom report-writing tools, including FRx Financial Reporter and F9, and many standard yet flexible reports, you have virtually limitless reporting options.

Accounts Receivable

Effective cash management requires more than simply knowing who owes you money, how much, and for how long. The tools and features of the ARM Accounts Receivable module allow you to act proactively to maximize cash flow for your company. Informative reports present your vital data in a clear and sensible format.

Accounts Payable

The Accounts Payable module is a comprehensive tool for managing your corporate expenditures. In addition to recording transactions and obligations to vendors, Accounts Payable provides the ability to forecast cash requirements, capitalize on discounts offered, and analyze your purchase history by vendor. The outstanding capabilities of the ARM Accounts Payable module put you in firm control of your corporate expenses.

Bank Reconciliation

The monthly task of sorting checks, verifying deposits, subtracting bank service fees, and reconciling your checking account balance to the bank's balance can be tedious. The Bank Reconciliation module greatly simplifies that task by providing efficient tools for detecting unrecorded transactions, identifying discrepancies, making corrections, and reconciling your books to the bank statement. Beyond reconciliation, this module helps you estimate future cash flow based on data within the system as well as outside it.

FRx Financial Reporter

FRx is an industry-standard financial report writer, produced by FRx Software Corporation, providing tremendous power and flexibility for creating complex custom financial reports.

F9 Analytics and Business Reporting

F9 uses Dynamic Data Exchange (DDE) technology to deliver data from the ARM General Ledger module to your spreadsheet program (Excel or Lotus 1-2-3). F9 is a product of Synex Systems Corporation, and is distributed under license by ARM.

Crystal Reports

Crystal Reports from Crystal Decisions is included with each ARM system. Crystal is a powerful, flexible, graphical reporting tool that allows you to customize existing graphical forms and reports, and create new ones.

Custom Office

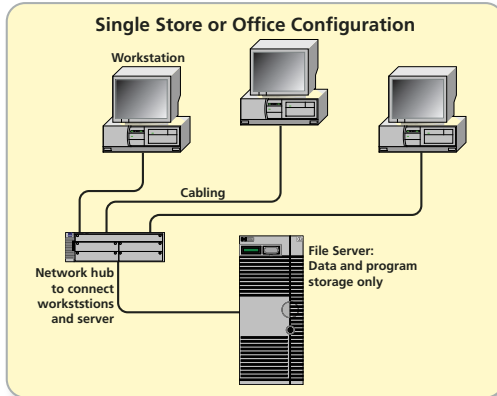
Custom Office builds on your Microsoft productivity tools, empowering you to easily integrate them with ARM options. Consisting of three components: Microsoft Office, Visual Postmaster, and Customizer, the Custom Office module offers indispensable productivity-enhancing functions.

Business Alerts

This innovative product uses your existing email system to alert you of significant events happening within your company's business management database. Its express purpose is to monitor the pulse of your company and automatically notify you, your staff, your customers, and vendors when important events take place.

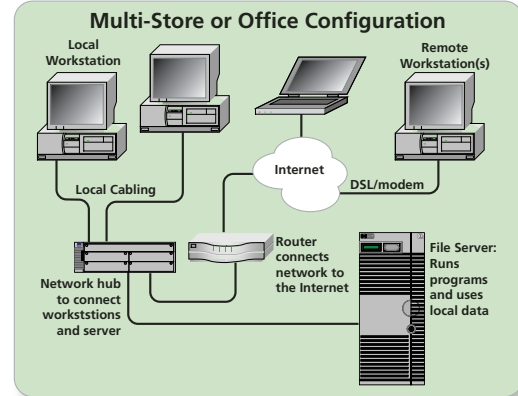
Single or Multi-Store Configurations

ARM is available in both a local area network version and a wide area network version. Regardless of the configuration you choose, ARM can meet your requirements with power, performance, and scalability.



Local Area Network (LAN)

For single location sites, ARM offers reliable performance even to large numbers of users. Should your business grow to multiple locations, a simple upgrade path to the client/server version ensures uninterrupted functionality.



Wide Area Network (WAN)

ARM is ideally suited to multiple office configurations. The WAN version of ARM uses client/server technology to provide key benefits such as: more efficient distributive processing, high performance, enhanced data integrity and reliability, remote access support, and scalability for large numbers of users.



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