



Fiap Systems

Event Rental & Equipment Management

Run every event rental from one place, catalogue, quotes, bookings, deliveries and returns, without ever over-promising stock you don't have.

Industry Capabilities Guide • Prepared for clients • June 2026

SECTION 1

Built for Event Planners & Equipment Rental Agencies

Run every event rental from one place, catalogue, quotes, bookings, deliveries and returns, without ever over-promising stock you don't have.

The Event Rental edition runs every rental from catalogue to quote to delivery and return, without ever over-promising stock you don't have. Availability checks protect you from double-booking, quotes convert to bookings in one click, and deliveries are scheduled and tracked. It fits event planners, party and equipment rental agencies, and décor and furniture hire businesses.

The problems it removes

- Double-booking the same tables, chairs or marquees for overlapping events and disappointing a client on the day.
- Slow, manual quoting in spreadsheets that makes you look less professional and loses you jobs.
- Losing track of what's been delivered, what's still out, and what came back damaged.
- No easy way for clients to see your gear and request a price without phoning the office.

SECTION 2

What This Edition Does

Everything below is built in and ready to use from day one, grouped by the part of your work it handles.

Equipment Catalogue & Inventory

- Full rental catalogue of every item you own (tables, chairs, marquees, sound, decor, etc.)
- Items organised into categories for quick browsing and tidy listings
- Record quantity owned, condition and rental price for each item
- Stock counts update automatically as bookings are taken, so figures stay live
- See exactly how many of each item are free for any given date range
- Track item condition over time and flag damages on return

Ready-Made Packages

- Bundle frequently-rented items into named packages (e.g. "Wedding 100 Guests", "Corporate Conference")
- Set package pricing once and reuse it across many clients
- Add or remove items from a package as your offering changes
- Turn a package straight into a client booking in one step, no rebuilding the order

Quotations You Can Send to Clients

- Build itemised quotes listing each piece of equipment, quantity and price
- Send the quote to the client and mark it as sent so you know where it stands
- Convert an accepted quote into a confirmed booking with one click, no re-typing
- Keep a full list of all quotes (draft, sent, accepted) in one view

Bookings & Availability Protection

- Create bookings against specific event dates, tying equipment to the job
- Availability checks stop you committing items you don't physically have free, no over-booking
- Add or remove items from a booking as the client's plans change
- Generate a quote or confirm with a deposit, your choice
- Build a booking instantly from a saved package

Payments & Deposits

- Record deposits and part-payments against each booking
- See outstanding balance versus amount paid at a glance
- Cancel an order cleanly when a client backs out, with a record kept
- Final invoice generated when the order is completed

Delivery, Pickup & Returns

- Schedule deliveries and assign drivers and vehicles to transport the gear
- Track each delivery's status from dispatch to drop-off
- Log equipment as returned and inspect it for damage
- Returned items flow back into available stock automatically
- Finalise the order and close it out once everything is back

Calendar, Dashboard & Reporting

- Visual calendar of upcoming events, deliveries and pickups so nothing is missed
- Dashboard overview of bookings, revenue and activity at a glance
- Equipment performance reports showing which items earn the most and are most in demand
- Use insights to decide what to buy more of and what's sitting idle

SECTION 3

Reaching Customers Online

Beyond your front desk, the system gives the people you serve a way to reach you online, and to pay.

Online & self-service

- A public-facing page where prospective clients can browse your rental offering online
- Online quote-request form: the client enters their name, phone and email, event date and type, venue name and address, and expected guest count
- Clients pick the exact equipment and quantities they want and submit a request without needing an account
- The request lands with your team as a quote you can price, send back and convert into a booking
- Online payment by Mobile Money is supported via the product's shared booking and payment flow for confirming requests

SECTION 4

Everything Else Your Business Gets

Whichever edition you run, the same dependable business tools come built in, so the whole operation lives in one place.

People & Payroll

- Staff directory with roles, branches and salary details
- Monthly payroll with automatic tax and contribution calculations
- Printable individual payslips and a monthly payroll report
- Quick-PIN logins for fast, secure access at shared terminals
- Staff performance reviews with ratings, review periods and employee sign-off

Money & Accounting

- A proper double-entry ledger that does the books automatically
- Profit & Loss statement and Balance Sheet, with no accounting expertise needed
- Expense tracking by category and vendor
- Every sale, payment and expense posts to the books in real time

Insight & Reports

- Dashboards with revenue trends, top items and category breakdowns
- Monthly financial summaries and payroll breakdowns
- Export any report to a spreadsheet for your accountant

Multi-Branch & Control

- Run several locations under one account, each with its own stock, staff and reports
- In-app notifications, internal staff messaging and broadcast announcements
- Secure document storage and a full audit log of who changed what

Branding & Settings

- Your business name, logo and brand colours on screens and receipts
- Set your currency, timezone, language and receipt message
- Configure Mobile Money keys and email, all in one place

SECTION 5**Built for Your Region**

- Fully bilingual **English and French**, each staff member picks their own language
- Prices and reports in **FCFA (XAF)** and other currencies
- **Mobile Money** (MTN MoMo and Orange Money), plus cash, card and bank transfer, online payments are verified with the provider before being marked paid
- Runs **in the cloud, offline on a desktop, and on phones**, offline installs sync automatically when connected

SECTION 6

Smart Automation & AI Assistant

The system can watch for things happening in your business and act on them automatically, following simple “when this happens → do that” rules that you control. Everything it does is logged, and anything that touches money or stock is prepared as a draft for a person to approve.

Examples

- Stock runs low → a purchase order is drafted automatically for a manager to approve
- A payment or fee becomes overdue → a reminder is sent
- An appointment or booking is coming up → an automatic WhatsApp reminder goes out

An optional built-in assistant can answer questions about your business in plain language and, when enabled, help carry out tasks. Every action it proposes lands in an Approvals Inbox where a manager signs off first, nothing touches money or stock without human approval.

SECTION 7

Security & Reliability

- Your business's data is fully isolated and private from every other business
- Role-based access means people only see and do what their job allows
- Payments are confirmed with the provider before being credited
- Secure logins, with a quick-PIN option for shared terminals and protection against repeated wrong-password attempts
- A complete audit trail records who changed what
- Sensitive settings, such as payment keys, are encrypted
- The offline desktop edition keeps working without internet and syncs safely when reconnected

SECTION 8

Ways to Run Fiap Systems

The same edition can be delivered in the way that best fits your connectivity and budget.

Option	How it runs	Best for
Cloud	Hosted online; open in any browser; always up to date; includes the mobile app	Businesses with reliable internet that want zero setup
Offline + Cloud Sync	Installed on your own computers; works fully offline and syncs to the cloud automatically when connected; unlimited computers; includes mobile	Most businesses, resilience offline with the convenience of the cloud
Standalone Desktop	Installed on one computer; works entirely offline; desktop only	Locations where internet is unreliable or not needed

Onboarding, staff training and ongoing support are available to get your team productive quickly.

Why Fiap Systems

Fiap Systems gives you a single, connected, bilingual platform tailored to Event Planners & Equipment Rental Agencies, and ready to run online, offline or on a phone.

Instead of stitching together separate tools, you get one system where the numbers always agree, the busywork runs itself, and everyone, from the front desk to the owner, has exactly the access they need. We would be glad to arrange a tailored demonstration using examples from your own operation.

Next step

- Request a live demonstration tailored to your business
- Tell us your number of locations and staff for a fitting recommendation
- Choose Cloud, Offline + Sync, or Standalone Desktop with our help