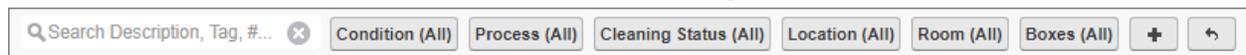# How To: Review and Edit an Inventory List
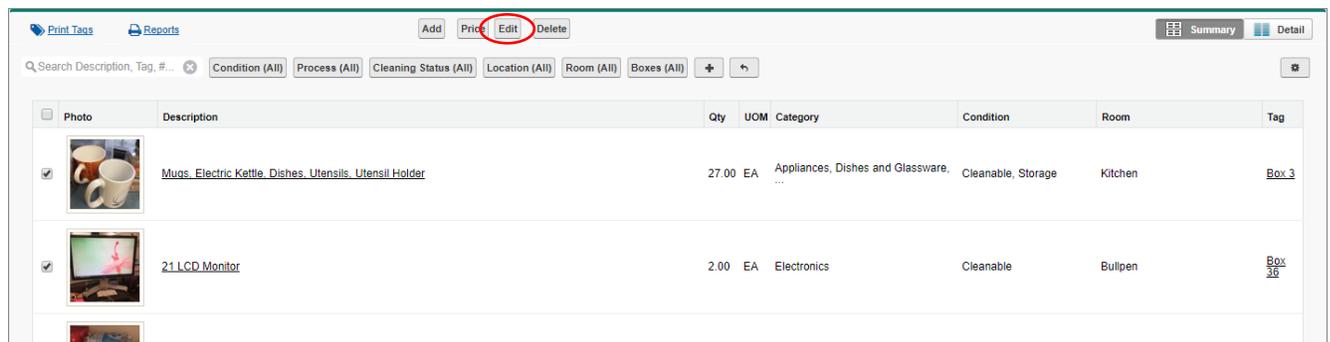
This tutorial will demonstrate how to filter and review an inventory list, mass edit the list and prepare it for pricing or reporting.

Detail	Activity	Attachments	Inventory

1. |Open a web browser (Chrome , Firefox or Internet Explorer) and navigate to: https://assuredsoftware.cloudforce.com.
2. |Log in with your username and password (username is usually your email address).
3. Open the job you are working on and navigate to the *Inventory* tab.
4. Make a selection or a combination of selections using the filters.

| Q Search Description, Tag, #... ⊗ | Condition (All) | Process (All) | Cleaning Status (All) | Location (All) | Room (All) | Boxes (All) | ✚ | ↩ |

5. Select the *Settings* filter ⚙ and choose the columns you want to see.
6. Click on the photo thumbnail to review an enlarged image; scroll through using the arrow keys.
7. When finished, select the items you want to edit using the radio buttons, then click *Edit*.

🏷 Print Tags	🖨 Reports		Add	Price	Edit	Delete						🔳 Summary	🔲 Detail

☐ Photo	Description	Qty	UOM	Category	Condition	Room	Tag
☑	Mugs, Electric Kettle, Dishes, Utensils, Utensil Holder	27.00	EA	Appliances, Dishes and Glassware, ...	Cleanable, Storage	Kitchen	Box 3
☑	21 LCD Monitor	2.00	EA	Electronics	Cleanable	Bullpen	Box 36

8. Review the selected items to be sure you are editing the right items → Click *Continue*.
9. Select the item properties you want to bulk edit → Click *Next*.
10. Review the changes are correct and click *Confirm*.

Your inventory list will be instantly updated and will reflect

changes. Reset your filters ↩ to continue reviewing and editing.

Edit Details   Next Cancel

Choose the bulk action you wish to perform on the selected 4 item(s).
▼ Item Properties
☐ Cleaned By   🔍
☐ Cleaning Status --None-- ▾
☑ Condition   Cleanable ▾
☑ Location   Warehouse ▾
☐ Packed By   🔍
☐ Returned   [4/29/2016]
☐ Room

For additional support or assistance, visit our **online support portal**, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.